

Mary, Queen of Heaven Athletic Department Constitution and By-Laws

ARTICLE 1 – NAME:

The name of this organization shall be Mary, Queen of Heaven Athletic Department (“MQHAD”).

ARTICLE 2 – PURPOSE:

The purpose of the MQHAD is to develop, maintain, administer, and manage various elementary and middle school sports programs, events, and other activities for eligible participants to support the goals and objectives of the parish and school in the best interest of the student-athletes. In Addition to sporting activities, the MQHAD will support other events related to the parish and school such as the Fish Fry and the Fun Fest.

ARTICLE 3 – FISCAL PERIOD:

The fiscal period begins on July 1st of the current calendar year and ends on June 30th of the next calendar year (Ex: July 1, 2015 – June 30, 2016).

ARTICLE 4 – MEMBERSHIP:

PRESIDENT: The President of the MQHAD is the Parish Pastor.

VICE PRESIDENT: The Vice President of the MQHAD is the School Principal.

EXECUTIVE COMMITTEE MEMBER: The MQHAD shall be governed by an Executive Committee consisting of the President, Vice President and the following directors:

- Baseball Director;
- Basketball Director;
- Leagues and Tournaments Director;
- Race Director;
- Soccer Director;
- Volleyball Director;
- Archery Director;

AT-LARGE MEMBER: At-Large members consist of head coaches and assistant coaches who are active parishioners and who actively coach and support eligible participants throughout the previous and current fiscal period.

ARTICLE 5 – ELECTIONS AND APPOINTMENTS:

1. Elected and/or appointed Executive Committee members will serve a term of two years beginning and ending on the Fiscal Period. Three directors will be appointed for a three year term for the initial appointment. Three directors will also be appointed for a two year term. All future appointments and nominations will serve for two year periods.
2. Nominees for the elected positions will be submitted during the April Regular Meeting.

3. Elections will be conducted during the May Regular Meeting for the six director positions.
4. The current Executive Committee and current At-Large Members are eligible to vote in the MQHAD Election.
5. The nominee receiving the most votes cast for the Executive Committee position will become the elected member.
6. In the event of a tie, the “outgoing” Executive Committee will cast a second vote to determine the winner.
7. If a nomination is not made for a position, the President may appoint a nominee to the position without the requirement of a vote.
8. If an Executive Committee member resigns from the position, the President may appoint a nominee to the position without a vote. In this case, the term of the appointment will last until the end of the current Fiscal Period.

ARTICLE 6 – MEETINGS:

1. REGULAR MEETINGS: The regularly scheduled meetings of the MQHAD shall be conducted during the third week of each month. In the event of a holiday conflict, the meeting will be advanced or delayed by one week as determined by majority vote achieved during the previous regularly scheduled meeting;
2. SPECIAL MEETINGS: Special meetings may be called by the President or the Vice President provided a two-week notice is provided. The Executive Committee may schedule a special meeting provided a two-week notice is provided and a majority vote is achieved during the previous regularly scheduled meeting.

ARTICLE 7 – QUORUM:

1. The attendance of the majority of the MQHAD Executive Committee shall constitute a quorum for Regular Meetings and Special Meetings.
2. A quorum is required for the Executive Committee to take action.
3. Attendance is established by physical presence, via electronic web cast media (such as Skype), or via phone conference.

ARTICLE 8 – AGENDA CALENDAR:

1. The MQHAD agenda calendar represents the starting point of discussions. Some discussions will only last one meeting, others will be covered over additional meetings. This section can be amended without a vote needed to modify the bylaws.
 1. July:
 - a. Basketball Leagues
 - b. Basketball Player Registration
 - c. Finance review (previous fiscal year)
 2. August:
 - a. Volleyball Tournament & Camp
 - b. Basketball Registration Opens
 - c. Archery Registration Opens & Instructors/Coaches Identified
 3. September:
 - a. Basketball
 - i. Registration Completion & Coach Identification
 - ii. Basketball team building

- iii. Practice Schedule Creation (accounting for gym blockers like volleyball practices, parish/school functions and games)
 - iv. Order 1st/2nd grade jersey shirts
 - v. Setup Pictures
- 4. October:
 - a. Basketball pre-season tournaments & practices start (avoiding volleyball practice schedule)
 - b. Finance quarterly review
 - c. Turkey Mosh Race
- 5. November:
 - a. Archery Registration closes
 - b. Turkey Mosh Race
- 6. December:
- 7. January:
 - a. Running Club registrations
 - b. Fish Fry support
 - c. Finance review
- 8. February:
- 9. March:
 - a. Fun fest booths and support
 - b. Volleyball player registration
- 10. April:
 - a. Director nominations
 - b. Karate camp
 - c. Finance quarterly review
 - d. Volleyball Team and Coaches Identification
- 11. May:
 - a. Director elections
 - b. Volleyball Try-outs for competitive team
- 12. June:
 - a. Projects for next fiscal year

ARTICLE 9 – MOTIONS AND CALL TO ACTION:

1. Executive Committee members and At-Large members can submit Motions or Second Motions during Regular or Special meetings.
2. Motions and Second Motions must be made in accordance with Article 6 – Quorum articles.

ARTICLE 10 – VOTING:

1. Votes will be cast by the Executive Committee on Motions presented during Regular and Special meetings in accordance with Article 6 – Quorum articles and Article 8 – Motions and Call to Action articles.
2. A vote will be deemed passed with a simple majority vote.
3. Voting options are: in favor, opposed, or abstain.

ARTICLE 11 – VETO:

1. The President has the right to Veto a Motion or Call to Action, provided the Veto is submitted before the end of the Regular meeting that is after the passed vote (Ex: Vote to purchase equipment during the February Regular Meeting passed; a veto must be cast before the end of the March Regular Meeting).

ARTICLE 12 – AMENDMENTS:

1. The Constitution and By-Laws of Mary, Queen of Heaven Athletic Department may be amended by the Executive Committee by the following criteria:
 - a. The proposed amendment was presented in writing as a Motion, with a second Motion at the previous Regular Meeting where a quorum was established;
 - b. The proposed amendment achieved a two-thirds (2/3) majority vote of the entire Executive Committee;
 - i. Votes may be cast in person or via proxy methods;
 - ii. All votes must be cast to close the vote on the proposed amendment;

ARTICLE 13 – DUTIES AND RESPONSIBILITIES:

1. President:
 - a. To ensure the MQHAD plans and coordinate the parish goals and objectives with the MQHAD;
 - b. To monitor the progress of the MQHAD goals and objects.
 - c. To approve sanctioned events, activities, leagues, etc. for the financial benefit of the MQHAD.
 - d. To confirm appointments and elections.
 - e. To cast votes to decide a motion or cast a veto to overrule a passed vote.
2. Vice President:
 - a. To be the supervisory agent over the executive committee in the absence of the President.
 - b. To attend meetings as a non-voting member.
 - c. To advice and coordinate matters pertaining to the school.
 - d. To enforce and manage Virtus compliance.
 - e. To respond to complaints about program or coach issues.
3. Directors:
 - a. The directors of each sport are responsible for the coordination of all team activities in his or her sport which include the following:
 - b. Select qualified coaches who are subject to approval by the Executive Committee.
 - c. Ensure all coaches have the proper training per the standards of the Diocese. All coaches must be VIRTUS trained and complete a background check through the Diocese.
 - d. Send a complete list of coaches to the parish prior to the start of the season so they can ensure that all the coaches are in compliance.
 - e. Ensure all coaches perform in a manner consistent with the objectives of the MQHAD.
 - f. Arrange clinics for coaches as appropriate.
 - g. Coordinate the scheduling of practice facilities with directors of other sports, which happen to be in season concurrently.

- h. Schedule, coordinate and communicate signups so that coaching requirements can be filled.
- i. Coordinate the distribution and collection of uniforms and equipment.
- j. Submit budget requirements, including items such as entry fees, equipment purchases, officiating expenses, etc. to the Executive Committee. Competitive bids are encouraged to be received on all equipment and uniform purchases. A purchase order must be obtained from the parish office for all purchases exceeding \$200.00 with the pastor's approval.
- k. All requested expenditures by directors must be submitted in writing and approved by the Executive Committee.
- l. Attend any league meetings or diocesan meetings in order to protect the interest of the athletic department.
- m. Provide meaningful updates and reports to MQHAD by attending the general MQHAD meetings.
- n. Recommend/ Implement new procedures which will be beneficial to the continuous improvement of the MQHAD.
- o. Collect registration fees and submit deposits to the parish office.
- p. Make decisions on practice, game, events, camps and clinics cancellations due to weather or other impacting event.

ARTICLE 14 – PROGRAM BY-LAWS:

1. Each sporting and event program must maintain by-laws to address:
 - a. Eligibility;
 - b. Registration process;
 - c. Finance and fees;
 - d. Academic criteria;
 - e. Equipment check-out and Check-in procedures;
 - f. Liability and medical waivers;
 - g. Parent and Student-Athlete Codes of Conduct;
 - h. Coach requirements and expectations;
 - i. Play time criteria;
 - j. Team building / player distribution;
 - k. Discipline and parent communications;

ARTICLE 15 – FACILITY RESOURCE UTILIZATION:

1. Insurance requirements:
 - a. A Certificate of Insurance that identifies the organization is required prior to use for any group/outside organization. The COI must name the Diocese of Covington and Mary, Queen of Heaven parish as additional insured including a minimum of \$1,000,000 coverage. The expiration dates of the COI must include the rental/utilization period identified in the Rental Agreement.
2. Rental Agreement, Indemnification and fees;
 - a. A rental agreement/indemnification agreement that identifies organization, date(s) and time(s), and fees is required prior to use for any group/outside organization.
3. Scheduling and priorities, listed in order of priority:
 - a. Priorities:

- i. Existing Rental Agreements;
 - ii. MQH School functions;
 - iii. MQH sanctioned teams where the registration and waivers have been completed using the MQHAD website;
 - iv. MQH affiliated teams where the registration and waivers have not been completed using the MQHAD website, however, the appropriate Indemnification Agreements and Certificate of Insurance documents are required. These teams have at least one MQH parishioner or student on their roster;
 - v. Non-affiliated teams/groups where the registration and waivers have not been completed using the MQHAD website, however, the appropriate Indemnification Agreements and Certificate of Insurance documents are required. These organizations do not have MQH parishioner or student on their roster;
- b. Scheduling guidelines and black out days/times:
- i. Scheduling guidelines:
 - 1. Practices:
 - a. Will not start before 8am or after 8pm Sunday – Saturday;
 - 2. Camps:
 - a. Will not start before 1pm or after 8pm Sunday, not before 8am or after 8pm Monday – Saturday. 9pm start is acceptable if the following day school is not in session.
 - 3. Games:
 - a. Will not start before 1pm or after 8pm Sunday, not before 8am or after 8pm Monday – Saturday. 9pm start is acceptable if the following day school is not in session.
 - ii. Scheduled black out days (no practice, camps or games):
 - 1. New Year’s Day
 - 2. Pro Life day of prayer and penance defined by the Bishop.
 - 3. Good Friday – No games or practices
 - 4. Easter Sunday;
 - 5. Memorial Day;
 - 6. Independence Day;
 - 7. Labor Day;
 - 8. Thanksgiving Day;
 - 9. Christmas Eve;
 - 10. Christmas Day;
 - 11. KORT;
 - iii. Special permission may be requested from the President to schedule practices, camps, events or games during a “restricted” day and time. (Ex: The Turkey Mosh event takes place on Thanksgiving Day).

ARTICLE 16 - CODES OF CONDUCT

STUDENTS

The purpose of the Student-Athlete Code of Conduct is to help define appropriate actions and behaviors that support the mission of the parish, school and athletic program. All participating student-athletes should read, understand, and adhere to the contents of the Code of Conduct prior to participation. Any

student athlete who does not follow the guidelines below may be suspended or expelled from the athletic program. As a student-athlete, I therefore agree to the following:

1. I will play the game for the enjoyment of the sport;
2. I will be generous in winning and graceful in losing;
3. I will display good sportsmanship and respect towards all opponents;
4. I will work for the good of the team;
5. I will accept the decisions of the officials politely;
6. I will conduct myself at all times with respect and self-control. This includes during and after school, games, practices, and trips to other schools and facilities;
7. I will recognize, applaud, and encourage the efforts of my teammates and opponents;
8. I will show respect for my coaches;
9. I will show respect towards fans and those from other schools;
10. I will behave in a manner that reflects favorably upon the school and on myself both on and off of the field of play;
11. I will maintain a solid academic and behavioral record both in and out of season;
12. I will maintain good attendance and arrive promptly for regular scheduled practices and games;
13. I understand that all participants are given similar opportunity to play time unless modified by the coach due to poor effort, attendance, and commitment to the team;

PARENTS

The purpose of the following Sports Parent/Guardian Code of Conduct is to help define appropriate parental/guardian actions that support the mission of the parish, school and athletic program.

1. Remembering that the game is for youth, not adults.
2. Refraining from forcing the child to participate in sports.
3. Learning the rules of the game and the policies of the league.
4. Being a positive role model (including guests) for the child and encouraging sportsmanship by showing respect and courtesy towards all players, coaches, officials, and spectators at all games and practices.
5. Refraining from engaging in any kind of unsportsmanlike conduct (booing, taunting, etc) or any other form of harassment towards any official, coach, player or parent.
6. Refraining from using any profane language or gestures (including guests).
7. Refraining from any behaviors or practices that would endanger the health and well-being of the athletes.
8. Teaching the child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. Insisting that the child treat other players, coaches, officials, and spectators with respect.
10. Teaching their child the importance of hustle, playing fairly, and doing one's best.
11. Ridiculing or yelling at their child or other participants for making a mistake or losing a competition.
12. Emphasizing the importance of skill development over winning and losing.
13. Promoting the emotional and physical well-being of the athletes ahead of any personal desire for their own child.
14. Respecting the officials and their authority during games, and not publicly questioning their decisions.
15. Respecting the coaches for the time they donate, and not publicly confronting, questioning, or criticizing them.
16. Demanding a sports environment for their child that is free from drugs, tobacco, and alcohol, and refraining from their use at all sporting events.

17. Refraining from coaching their child or other players during games and practices, unless the parent is one of the official coaches for the team.

ARTICLE 17 - COACH REQUIREMENTS AND EXPECTATIONS:

The MQH AD believes that sportsmanship is of significant importance, and its promotion and practice are essential. This code applies to all coaches involved in athletics at MQH parish and school.

1. Teaching, enforcing, advocating, and modeling the development of the Catholic school ideal and good sportsmanship.
2. Supporting the mission, vision, and values of the parish and school, recognizing that athletics contributes to them but never supersedes them.
3. Promoting academic excellence and the educational process.
4. Respecting participants, officials, opponents, parents, spectators, and all others involved in the activity.
5. Promoting fair play and upholding the spirit of the rules in the activity.
6. Modeling appropriate behavior at all times.
7. Refraining from any physical or verbal abuse of the players.
8. Learning the rules of the sport and teaching them to the players.
9. Striving to teach the skills of the sport to all players.
10. Ensuring that all players have similar opportunities to learn and demonstrate skills in practices and drills.
11. Abiding by the playing time and participation guidelines specified for the sport and age level of the players.
12. Priorities in coaching decisions are as follows:
 - a. Player safety
 - b. Sportsmanship
 - c. Teamwork
 - d. Skill Development
 - e. Participation and camaraderie
 - f. Team achievement and victories

ARTICLE 18 - ELIGIBILITY

Participation in sports at MQH will be limited to registered members of the parish or children attending MQH School. This includes children who are homeschooled and children who attend CCD classes at MQH who do not have access to other scholastic programs. Camps and events are open to the general public. Participation may be suspended or revoked based on academic or disciplinary reasons.

ARTICLE 19 - ACADEMIC CRITERIA

All student-athletes are expected to place their education as a higher priority than the athletic program they are participating in. If a student-athlete's academics fall below acceptable standards as defined by the school, they will be suspended from the athletic program for a period of time that is defined by the school principal so the student-athlete can focus on their academics. The student-athlete may not participate in any activities until granted permission by the principal.

ARTICLE 20 - DISCIPLINE

All players and coaches are required to adhere to the codes of conduct listed within. If any conduct warrants discipline, the AD Board along with the Vice President & President will discuss the appropriate consequence.

ARTICLE 21 - REGISTRATION PROCESS

Signups are to be conducted online at the MQHAD website. Exceptions can be made and agreed to by the board if other sites are better options for a given event. Signups will be announced by MQHAD web site, email, the school newsletter and the church bulletin. Signups will last from 3-6 weeks at the discretion of the director. Late registrations will be accepted until 14 days after the close of the registration period. A late fee will apply which can be waived at the discretion of the Director. A late registration may be accepted after the 14 day late period until the first scheduled game solely at the executive committee's discretion.

ARTICLE 22 - FINANCE AND FEES

Fees will be paid at time of signup via credit card or check, cash to be a last resort. Preferred to use credit card since that's directly supported by the registration website. A late fee of \$15 will be assessed 7 days after the close of the registration period. Each sport will assign fees according to their individual schedule as agreed to by the AD board.

ARTICLE 23 - DISAGREEMENTS AND PARENT COMMUNICATIONS

Forward complaints to the AD Board & Vice President for review. The AD Board will address disagreements accordingly and if needed, pulling in the Vice President and President for certain disputes. Parent complaints should have a 24-hour cool-down period prior to addressing the coach.

ARTICLE 24 - WEATHER CANCELLATIONS

Game, practices, events, camps and clinics should be cancelled when safety concerns are present due to weather or other impacting factors using the following criteria:

Level I:

Not a mandatory cancellation, use your judgement based on weather patterns of what's to come or how things are clearing up.

Conditions: Roadways are hazardous with blowing and/or drifting snow, roadways may be icy.

Advisory: Cautious driving is advised.

Level II:

Level 2 and 3 snow emergency: **mandatory cancellation.**

Conditions: Roadways are hazardous with blowing and drifting snow and roadways may be icy.

Advisory: Only motorists whose travel is necessary should be on the roadways. Residents are urged to contact their employer to see if they should report to work.

Level III:

Level 2 and 3 snow emergency: **mandatory cancellation.**

Conditions: All roadways are restricted to emergency personnel, travel for work, provisions, medical supplies or medical treatment, and private snow removal operations.

Advisory: Essential travel only is advised. Violators are subject to prosecution. Residents are urged to contact their employer concerning work schedules.

ARTICLE 25 - LIABILITY AND MEDICAL WAIVERS

During Registration, each parent/player will agree to a liability and medical waiver per sport to protect MQH from litigation.

Current liability waiver:

I/We know and acknowledge the risks involved in athletic participation, understand that serious injury, and even death, is possible in such participation and choose to accept any and all responsibility for my child's safety and welfare while participating in athletics.

I/We release and hold harmless the Roman Catholic Diocese of Covington, Mary, Queen of Heaven School, its employees and coaches of any and all responsibility and liability for any injury or claim resulting from such athletic participation and agree to take no legal action because of any mishap involving the athletic participation of my son/daughter. I/We give my son/daughter permission to participate in Mary, Queen of Heaven School Athletics programs and/or leagues for the current academic year. In addition, if necessary, I/We grant permission for my child to travel by school-arranged transportation or by parents and coaches to and from scheduled athletic contests and practices.

I am/we are aware of the rules and regulations as set forth in this policy and consent to my child's participation in accordance with these regulations.

Current medical waiver:

I/we the parent(s)/guardian(s) recognize that as a result of athletic participation, an injury or illness may occur that may require medical treatment on an emergency basis. In the event that I am/we are unable to be contacted, or the situation is life threatening and/or requires immediate emergency services, permission is hereby granted for emergency medical treatment. This includes hospital care and/or ambulatory services, as deemed necessary by the Athletic Trainer or other school official under the then existing circumstances. I/we also agree that any medical bills incurred will be covered by my medical insurance company and/or by me.