

## St. Brendan Parish C.Y.O Committee

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### General Guidelines

#### ARTICLE I – NAME

The name of the organization shall be the St. Brendan Parish C.Y.O. Athletic Committee.

#### ARTICLE II – PURPOSE

The purpose of the St. Brendan Parish C.Y.O. Athletic Committee shall be to organize, promote, finance, and supervise athletic activities for the youth of St. Brendan Parish. The ideals, rules, and regulations of sponsored athletic competition shall be in accordance With the standards of the St. Brendan Parish Mission Statement as well as the Seattle Archdiocese's Catholic Youth Organization (C.Y.O).

#### ARTICLE III – THE COMMITTEE

- A. The administration of the general policies, business, and property of the St. Brendan
- B. Athletic Committee shall be vested in five selected members or uncontested volunteers.
- C. The Committee will establish a selection subcommittee By March 31 of each year for the purpose of screening nominees for selection to the Committee. This subcommittee will cooperate and coordinate the Committee's selection procedures with the Parish Pastoral Council.
- D. All Committee members will be expected to take an active role in the duties of the Committee and will be expected to attend a minimum of seven Committee meetings a year. Three unexplained absences from Committee meetings during the year may constitute dismissal from the Committee.
- E. If a Committee vacancy occurs by resignation or removal from office, the unexpired term of that member will be filled by appointment by the Chair for the remainder of their three year term.
- F. Each member shall serve an office of the Committee. At the June meeting each year, offices are selected and members may renew their office or select a new one. The offices consist of: Chair/Publicity; Vice-Chair/Secretary; Treasurer; Fund Raising Coordinator; Equipment & Uniform Coordinator.

#### ARTICLE IV – OFFICES

The responsibilities of the offices are as follows:

- Chair/Publicity – The Chair shall be responsible for presiding over all Committee meetings and functions. The Chair shall also be the liaison with the Archdiocese C.Y.O. office. Being in a central role, the Chair will also act as Publicity Coordinator and be responsible for promoting the availability of student athletes and adult coaches, to join the various sports teams. This will mainly be done through publication in the St. Brendan School and Parish bulletins. As Publicity coordinator the Chair shall also work with the sport coordinators to develop, print, and distribute registration forms and to publicize sports news.

- Vice-Chair/Secretary – If the Chair is unable to fulfill his/her term of office, the Vice-Chair shall become the Chair. The Vice-Chair shall be responsible for attending monthly PTO meetings to facilitate communication between the Athletic Committee and the school. As Secretary, this person shall be responsible for taking and preparing the minutes of the Committee meetings and other duties related to that office.
- Treasurer – Shall be the Chief Financial Officer and responsible for overseeing activities to collect funds and pay bills for the Athletic Committee.
- Fund Raising Coordinator – Shall be responsible for overseeing activities to raise funds for the Athletic Committee (two events are allowed per year).
- Equipment & Uniform Coordinator – Shall be responsible for assisting the sport coordinators with the ordering, distribution, and inventory of uniforms.

#### ARTICLE V – SPORT COORDINATORS

- A. A coordinator for each sport will be nominated by the Chair and approved by the members of the Committee. Committee members are eligible to coordinate no more than one sport.
- B. Each coordinator will be responsible for organizing his/her sport with duties including: registration of student athletes; collection of fees; acquirement of practice and game facilities; maintenance of equipment; assurance of uniforms returned at end of season; and assurance that the particular sport is in accord with the guidelines of the Athletic Committee Purpose Statement.
- C. In addition, each sport coordinator will recruit coaches. A qualified coach should be able to coach a team two consecutive years. After two years if a new qualified candidate is interested, he or she is encouraged to ask for the position and the board will make a decision of replacing the prior coach based on what appears best for the players.

#### ARTICLE VI – CONTROL OF ASSETS AND FUNDS

- A. Expenditures for uniforms and equipment must be approved by the Committee if they exceed \$100 in any one season. If an expenditure is needed on an emergency basis, it may be authorized by the Chair.
- B. The Committee shall purchase, control, and determine the disposition of all equipment, uniforms, and supplies owned by the Athletic Committee.
- C. All funds held by the Athletic Committee shall be held on deposit in a properly constituted bank account. The authorized signers of the account shall be the Treasurer, Secretary, and Parish Pastoral Assistant for Administration. The Treasurer shall be the member responsible to the Committee for these funds and will use currently acceptable accounting procedures to report these funds to the Committee. The Treasurer will present the Committee with monthly status reports and at least one annual financial statement, accurately outlining the present condition and the past twelve months history of the finances of the Athletic Committee. The Treasurer may also be required to supply financial information on request of the Chair, the majority of the Committee, or the Pastor, or his designated representative.

## ARTICLE VII – MEETINGS

- A. The Committee shall meet regularly on the first Tuesday of each month from August to June. These meetings shall be open to all members of the parish as observers only, except for that portion of the agenda open to communication from visitors, unless otherwise specified by the Chair.
- B. All regular Committee meetings shall be conducted in accordance with the following order of business:
  - 1) Call to Order and Prayer
  - 2) Approval of Minutes
  - 3) Treasurer's Report
  - 4) Communication from Audience
  - 5) Coordinators' Reports
  - 6) Old Business
  - 7) New Business
  - 8) Adjournment
- C. During the Communication from Audience section of the meeting, if an audience member has a problem or concern to share with the Committee, he/she will be given 10 minutes to share this and offer a suggested solution. This will be followed by questions and answers with the Committee. The Committee will then go into a closed session to discuss a resolution. The Committee will then Reconvene the general meeting and either give an answer at that time or will tell The audience member they will get back to him/her at a future date.
- C. Special meetings may be called by the Chair or the Pastor, or his designated representative, when circumstances warrant them.

## ARTICLE VIII -- VOTING

All Committee members shall have the right to one vote. For the purpose of transacting official business, it shall be necessary that a minimum of three members of the Committee be present and voting.

## ARTICLE IX -- AMENDMENTS

Formal written notice of any proposed amendment to these Guidelines will be given to all Committee members at least fifteen days in advance of the meeting in which the amendment is to be voted upon. Amendments may be made at any Committee meeting by a majority vote and by succeeding ratification from the Pastor, or his designated representative.

## ARTICLE X -- ADOPTION OF THE GUIDELINES

These Guidelines shall be ratified by a majority vote of Committee members.

Originally approved June, 1997; revised 11/97, 01/98, 06/98, 02/04