

# HOLY TRINITY CYO ATHLETIC ASSOCIATION

## By-Laws

June 1, 2018

### ARTICLE I. ORGANIZATION AND NAME

The name of this non-profit organization shall be “Holy Trinity CYO Athletic Association” (“HTAA”).

Holy Trinity Athletic Association, School Administration, and Parish Office are aligned with the goals of CYO, these By-Laws, and documented process for team formation.

### ARTICLE II. OBJECTIVE / PURPOSES

Section 1. CYO Athletics endeavors to help young people be more Christ-like in the way they live. The young person, not the athletic activity, is the primary focus of CYO Athletics.

Section 2. To promote and foster interest in the athletic programs for the students, K-12, for the families from the Holy Trinity Parish.

Section 3. To provide services and financial support to CYO sanctioned athletic programs.

In providing the financial support, HTAA will establish a budget and manage the resources toward that budget. Committee will submit reports to the Pastoral Designee / Athletic Director and conduct an annual review with the HTAA

Section 4. The HTAA will aid in the maintenance and care of athletic facilities on the campus of Holy Trinity School. HTAA is responsible for the procurement, replacement and maintenance of athletic equipment to be used by the CYO sponsored programs.

Section 5. The key to success is found in the many volunteers who freely give of their time, energy, resources, and expertise. It is the expectation of everyone associated with CYO to model the values and ideals of our Catholic faith. Volunteers therefore are required to develop their skills through participation in training to help them learn the CYO philosophy and bring it to life at the parish level. Every volunteer, coach, commissioner and adult involved with the sports programs must comply with all required certifications as defined in the Diocese of Cleveland CYO Charter and Bylaws. All CYO programs will be evaluated by student-athletes, parents, and coaches for every sport season

ARTICLE III. GOVERNING AUTHORITY

Section 1. As a member of the Diocese of Cleveland CYO, the CYO Cleveland bylaws provide the framework of the Holy Trinity CYO Athletic Association. All activities of this club are governed first and foremost by the current Charter and Bylaws for the Diocese of Cleveland CYO. In all cases, the directives of the Diocese of Cleveland CYO are to be followed. In the case of conflict between the Bylaws of this Club and future editions of the Diocese of Cleveland CYO Charter and Bylaws, the Diocese of Cleveland CYO document will be followed.

Section 2. In accordance with the Diocese of Cleveland CYO Charter and Bylaws, Holy Trinity Athletic Association is under the administration of the Pastor of the Holy Trinity and the appointed Pastoral Designee / Athletic Director.

A. The Member Administrator fulfills the duties as described in the CYO Charter and Bylaws for the Diocese of Cleveland, Article 5-2-1A.

B. The Pastoral Designee / Athletic Director fulfills the duties as described in the CYO Charter and Bylaws for the Diocese of Cleveland, Article 5-2-1B.

Section 3. Under their administration, along with the Athletic Director, the Holy Trinity Athletic Association functions to assist in providing quality CYO programs.

Section 4. The HTAA Board will report to the Pastoral Designee / Athletic Director, and to the Diocese of Cleveland CYO. This CYO program is sponsored by Holy Trinity parish.

Section 5. HTAA, operates under the direction of its HT Board, which consists of directors as defined in Article VI and hereinafter referred to as the "HT Board".

Section 6. HT Association will exercise a CYO behavior Code of Conduct in our CYO program. When a violation of the Code of Conduct occurs by coaches, parent, students, or participants as defined in Section 8 of the Diocese of Cleveland Charter and By-Laws, steps will be taken to remedy the situation. In enforcing such a policy, the Board will follow the guidance as set forth in Section 8 of the Diocese of Cleveland Charter and By-Laws.

ARTICLE IV. HT BOARD OF DIRECTORS

Section 1. Government of the Club  
The affairs of the HT Association shall be governed by the Board of Directors.

Section 2. Composition of the Board of Directors  
The Holy Trinity Athletic Association Board shall consist of Sport Commissioners, Treasurer, Fund Raising Chair, Compliance Chair and

other select roles with voting rights:

- Section 3. Meetings  
The HT Board shall hold no less than six (6) meetings during the year; the time and place of which shall be fixed by the Pastoral Designee / Athletic Director, but shall include meetings at the beginning of each new sports season to approve coaches prior to each sport season. Special meetings of the Board may be held at any time and any place at the discretion of the Pastoral Designee / Athletic Director.
- Section 4. Quorum  
The majority of the HT Board of Directors shall constitute a quorum for the transaction of business at any meeting. The act of a majority of the Board shall be the act of the Board, except where otherwise provided by these by-laws.
- Section 5. Establishment of Committee  
The Holy Trinity Athletic Association has the right, responsibility, and duty to designate and form ad-hoc sub-committees to address identified priority issues deserving of attention in the CYO program. These sub-committees will have a clearly stated purpose and timeline to achieve its' work. The work and recommendations of the sub-committee will be reported back to the board for consideration. Sub-committee membership and timelines are determined by the Committee; such sub-committees should always include members of the Association.

## ARTICLE V. NOMINATION OF COMMITTEE MEMBERS

- Section 1. Nomination Meeting
- A. Nomination of Directors shall be at the first meeting of the calendar year.
  - B. Nominations can be made by any member of the Holy Trinity Athletic Association.
- Section 2. Vetting Process
- A. Nominees are presented to the HTAA Board / Vetting Committee
  - B. The Vetting Committee will consist of:
    - 1. The Pastoral Designee /Athletic Director
    - 2. Majority of HTAA Board present
  - C. Criteria will be reviewed in accordance with Article V, Section 3.
  - D. Accepted nominees will be voted on by the Board of Directors for final approval.
  - E. New Directors will begin their term July 1 of the year vetted.
- Section 3. Nominee Criteria  
An active member may be eligible for nomination if they meet the

following criteria:

- A. A candidate must be an active member who attends mass regularly at Holy Trinity Parish or have a child attending Holy Trinity School or PSR program.
- B. Be a club member who has actively volunteered and participated in previous club committees and functions.

Section 4. Vacancies in office

- A. Should a director become unable to fulfill their term during the year for any reason, new nominees will be sought and vetted in accordance with Article V, Section 2.
- B. The nominee will be approved for the remainder of the vacant term.

ARTICLES VI. OFFICERS TERMS, ROLES AND RESPONSIBILITIES

Section 1. Terms of Office

- A. The terms of office for all Directors shall begin July 1, the start of the fiscal year and end on June 30, the end of the fiscal year.
- B. One (1) term of office consists of two (2) years.
- C. Existing Directors must be nominated for an additional term.
- D. Members may serve no more than 3 consecutive terms per position.
- E. Directors will form as necessary the appropriate committee needed to complete their charges.

Section 2. Operations Director (OD)

- A. The (OD) shall oversee the care and maintenance of the Holy Trinity Church football field.
- B. The (OD) shall assist the staff of the Holy Trinity School with the care and maintenance of the gym facility.
- C. The (OD) shall oversee the care, maintenance, testing, and procurement and reconditioning of all athletic equipment that will be used by the sponsored CYO sports programs.
- D. The (OD) shall oversee all preparations and volunteers for all CYO sponsored events that are conducted on the campus of Holy Trinity School.

Section 3. Marketing Director (MD)

- A. The (MD) will be responsible for the promotion of CYO sports to all members of Holy Trinity Church as well as, the students of Holy Trinity School.
- B. The (MD) will facilitate all sports related banquets, rally's, and church functions as requested by the board or CYO.
- C. The (MD) will facilitate all fundraising events with fundraising chair and capital projects as required for the promotion, care and expansion of the sponsored CYO sport program.

Section 4. Communication Director

- A. The (CD) shall keep the minutes and attendance for all meetings of the Athletic Committee.
- B. The (CD) shall see that all notices are duly given in accordance with the provisions of the by-laws.
- C. The (CD) shall keep an electronic register of the addresses and contact information such as phone numbers and emails for each player and parent that participates in the CYO sponsored sports programs. This information will be furnished to the (CD) by each parent as required.
- D. The (CD) shall validate all attendance lists for all club meetings. The (CD) shall maintain and publish a list to the website (or other appropriate media) of all committees, committee chairpersons, sub-committees, commissioners and coaches.
- E. The (CD) will be responsible for all maintenance and updating of the current Athletic committee website and electronic media. This includes all necessary forms and deadlines for registration for all CYO sports.

Section 5. Finance Director (FD) / Treasurer

- A. The (FD) shall have oversight and accountability of all funds and securities of the Athletic committee.
- B. The (FD) shall develop a budget annually for all sports programs. This budget will be reviewed by the Athletic Committee.
- C. The (FD) shall make disbursements only as authorized by the Athletic Committee.
- D. Expenses not included in the annual approved budget in excess of \$1,500.00 must be approved by a majority of the Athletic Committee.
- E. Expense not included in the annual approved budget in excess of \$5,000.00 must be first approved by the Athletic Committee, and then forwarded to the Member Administrator for the Holy Trinity School for final approval.
- F. A monthly financial report shall be provided to the Athletic Club for review.
- G. The (FD) shall create a financial policy manual to include direction on budgeting, purchasing, financial statements, audit, and overall financial compliance for the financial affairs of the Athletic Committee.

Section 6. Pastoral Designee

- A. Within the Holy Trinity Athletic Association, the Pastoral Designee is the key liaison between the Club, the HT Board, and the Diocese of Cleveland CYO.
- B. The Pastoral Designee is responsible for the screening, selection, supervision, and evaluation of all CYO Coaches.
- C. In addition to the responsibilities mandated by the Charter and By-laws for the Diocese of Cleveland CYO, Article 5-2-1B, the Pastoral Designee at Holy Trinity Athletic Association will:

2. Receive from the HT Board recommendations for the particular commissioners needed to carry out the work of the Club. The Pastoral Designee will then select commissioners from those recommended, or from others which he/she wishes to select.
  3. Once a commissioner is chosen, the Member Administrator, as named above in Article II, Section 2, offers the final confirmation of these individuals.
  4. Work with each sport commissioner to provide the appropriate paperwork and timeline to meet the requirements of the Diocese of Cleveland CYO Registration Process.
  5. Oversee the implementation of a systematic CYO program evaluation that includes evaluations by student-athletes, coaches, and parents for every sport and every sport season. Information received in the evaluation process will be shared with the HT Board.
- D. The Pastoral Designee is responsible to determine and implement an appropriate and measured response to CYO program violations in both the letter and spirit of the CYO rules and philosophy. The decision of the Pastoral Designee / Athletic Director final when determining responses to these violations. Depending upon the nature, frequency, and details of the violation, responses to violations may include the following, in no particular order, but are not limited to:
1. No further action.
  2. Warning.
  3. Probation with identified conditions for continued participation.
  4. Forfeiture of playing, coaching, or spectating privileges with requirements and a timeline for reinstatement.
  5. Forfeiture of game or games or tournament playing privileges.
  6. Temporary or permanent suspension or removal of a player, coach, parent or spectator.
  7. Suspension of current/or future eligibility privileges.
  8. Suspension of the team for a set number of games or for the season
  9. Suspension of athletic contests due to unsportsmanlike behavior
  10. Suspension of the program area involved in the conflict.
  11. Other options as determined by the Pastoral Designee with the approval of the Program Administrator.

- Section 7. Transition Period for newly appointed directors
- A. The fiscal year runs from July 1 to June 30 for the HT Board of Directors.  
Newly appointed directors will assume office on July 1 of the subsequent fiscal year.
  - B. New directors will work closely with the incumbent directors to implement an effective transition, which includes, but is not limited to, transferring of all records and reviewing the list of duties, roles, and responsibilities.

- Section 8. Removal from Office or Position of Responsibility
- A. The Communication, Finance, Marketing and Operations Director may be recommended for removed from office by the HT Board of Directors just-cause whenever, in its judgment, the best interests of the Holy Trinity Athletic Association would be served. Three (3) Athletic Committee Directors must vote (3/4) to recommend the removal of an HT Board member.
  - B. When 3 Athletic Directors have made a recommendation for removal, the recommendation will proceed to the Pastoral Designee for consideration. The Pastoral Designee will determine whether or not a recommendation for removal proceeds to HT Board of Director.
  - C. The Athletic Director and Pastoral Designee will review the recommendation for removal and make the final decision.
  - D. Since the Pastoral Designee is directly appointed by the Pastor; he/she may only be removed by the Pastor.
  - E. The Pastor reserves the right to remove any individual, appointed or not, whenever in his judgment the best interests of the Holy Trinity Athletic Association would be served.

## ARTICLE VII. SPORT COMMISSIONERS AND COACHES

- Section 1. Sport Commissioners
- A. Each sport shall have a Sport Commissioner. Any sport which has both girls' and boys' teams will have a Sport Commissioner for each gender.
  - B. Since they are responsible for an entire sport, a sport commissioner should not be the head coach of any multiple-team sport, such as football or basketball; they may participate as an assistant coach, keeping in mind their duty to the entire sport, not just one team.
  - C. The Sport Commissioner will nominate coaches which will then be approved by the Pastoral Designee.
  - D. These positions serve for one year and existing commissioners must be nominated for additional terms.
  - E. Sport Commissioner Duties will be outlined by the Pastoral Designee prior to the start of the commissioners' term.
  - F. A Sport Commissioner can be removed by Pastoral Designee, HT Board of Directors or the

Pastor, if it is determined that the Sport Commissioner is not supporting the goals and objectives of the CYO Philosophy, the Parishes, and the School.

G. Commissioners must also conform to all requirements and responsibilities as laid out within the Charter and Bylaws for the Diocese of Cleveland CYO

H.

## Section 2. Coaches

- A. As Bylaw 3-1-3 of the Charter and Bylaws for the Diocese of Cleveland CYO states, we, too, believe that “the coach is critical in CYO Athletic programs. The coach’s primary role is that of youth ministry leader, therefore, the coach should strive to act at all times as a model of Christ-like values and behaviors. The coach serves young people as a teacher and a mentor who helps them learn important lessons through all athletic experiences.”
- B. In order to be selected as a coach in the Holy Trinity Athletic Association a candidate must:
1. Read and acknowledge the Diocese of Cleveland, “Policy for the Safety of Children in Matters of Sexual Abuse”
  2. Read and acknowledge the Diocese of Cleveland, “Standards of Conduct for Ministry”
  3. Complete a parish application
  4. Attend an approved abuse prevention program
  5. Attend a CYO Coaches Development Certification session
  6. Complete a fingerprinting process
  7. Failure to complete the above steps will result in the coach’s ineligibility until the requirements have been completed.
- C. Once approved by the Pastoral Designee / Athletic Director and the HT Board of Directors, coaches must also conform to all requirements of the Charters and Bylaws for the Diocese of Cleveland CYO, specifically:
1. Coaches are responsible to know and be an example of the CYO Mission and Philosophy outlined in Articles 2 and 3 of the Charter for the Diocese of Cleveland.
  2. Coaches are required to attend annual pre-season coach’s meetings and identified training sessions. Coaches are required to host a parent meeting for their team or require parents to participate in a larger CYO sports season parent meeting to address expectations before the start of athletic competitions.
  3. Coaches are responsible to conduct themselves in an appropriate fashion at practice and competitions, to wear required credentials and to be in accordance with Bylaw 8 of the Charter for the Diocese of Cleveland.
  4. All Coaches are responsible for supervision of their team at all



practice and competitions. Coaches are also responsible for the conduct of their spectators at competitions.

5. It is recommended and encouraged to have women acting as head or assistant coaches in girls' sports. When a girls' team is coached by men only, it is required that a woman 18 years of age or older be associated with the team, and in attendance at all practices and games.
6. In the case of a woman coaching a boy's team, it is required that a man 18 years of age or older be associated with the team, and is in attendance at all practices and games.
7. All teams must be represented at all scheduled practices, games and other events with either their registered head coach, registered assistant coach, or the Pastoral Designee. The representative MUST be at least 19 years of age.
8. CYO does not permit closed practices. Parents and CYO leaders may attend practices and contests and are expected to demonstrate behaviors that uphold the mission, values, and best practices of CYO.
9. Coaches are responsible to teach the rules of the sport and the proper skills, techniques, strategies, and tactics for their sport in an age appropriate manner.

#### ARTICLE VIII. CLUB GRIEVANCE PROCESS – DIRECTORS

- Section 1. As outlined the Charter and Bylaws for the Diocese of Cleveland CYO, Bylaw 3-1-1, the Pastor shall be held primarily responsible and serves as the ultimate authority for all matters pertaining to CYO Athletics in the Holy Trinity Athletic Association.
- Section 2. All grievances must be communicated in written form. In addition, all follow-up, and actions taken to mitigate the grievance shall be documented.
- Section 3. The Grievance Process for Directors should follow this procedure:
- A. The particular Director must be engaged first.
  - B. If there is not a successful resolution to this matter, the grievance shall be presented to the HT Board of Directors with the Pastoral Designee present in an advisory capacity.
  - C. If a successful resolution is unable to be met following this process, the party should directly approach the Pastoral Designee.
  - D. If a successful resolution is unable to be met and new information is to be presented regarding the grievance, the party may request a meeting with the Pastor for further consideration. The Pastor will determine if a further meeting is warranted.

Section 4. The grievance must be filed within 3 days of the incident. All grievances should be resolved within 10 days of filing.

ARTICLE IX. CLUB GRIEVANCE PROCESS – COACHES AND COMMISSIONERS

Section 1. As outlined the Charter and Bylaws for the Diocese of Cleveland CYO, Bylaw 3-1-1, the Pastor shall be held primarily responsible and serves as the ultimate authority for all matters pertaining to Holy Trinity Athletic Association, with delegated authority to Pastoral Designee.

Section 2. All grievances must be communicated in written form. In addition, all follow-up, and actions taken to mitigate the grievance shall be documented.

Section 3. The Grievance Process for Commissioners should follow this procedure:  
A. The particular Commissioner must be engaged first.  
B. If a successful resolution is unable to be met following this process, the party should approach the Pastoral Designee for resolution.  
C. If a successful resolution is unable to be met and new information is to be presented regarding the grievance, the party may request a meeting with the Pastor for further consideration. The Pastor determine if a further meeting is warranted.

Section 4. The Grievance Process for Coaches should follow this procedure:  
A. The particular Coach must be engaged first  
B. If there is not a successful resolution to this matter, the grievance shall be presented to the appropriate sport commissioner.  
C. If a successful resolution is unable to be met following this process, the party should approach the Pastoral Designee for resolution. If a successful resolution is unable to be met and new information is to be presented regarding the grievance, the party may request a meeting with the Member Administrator for further consideration. The Pastor will determine if a further meeting is warranted.

Section 5. The grievance must be filed within 3 days of the incident. All grievances should be resolved within 10 days of filing.

ARTICLE X. CLUB GRIEVANCE PROCESS – MEMBERS OF THE ATHLETIC ASSOCIATION/PARENTS

Section 1. As outlined the Charter and Bylaws for the Diocese of Cleveland CYO, Bylaw 3-1-1, the Member Administrator shall be held primarily responsible and serves as the ultimate authority for all matters pertaining to CYO Athletics in the Holy Trinity Athletic Association. The Member Administrator is the Pastor of Holy Trinity Parish.

- Section 2. All grievances must be communicated in written form. In addition, all follow-up, and actions taken to mitigate the grievance shall be documented.
- Section 3. The Grievance Process for Members of the Club or Parents should follow this procedure:
- A. Given the belief that situations are best handled between the parties themselves, before beginning a grievance process, the two parties should attempt to resolve the issue. If resolution is not possible, this process will be followed.
  - B. If a successful resolution is unable to be met, the party should approach any HT Board Member for guidance. The Director should review the grievance with the HT Board of Directors, as a whole, and provide guidance.
  - C. If a successful resolution is unable to be met following this process, the party should approach the Pastoral Designee for resolution.
  - D. If a successful resolution is unable to be met and new information is to be presented regarding the grievance, the party may request a meeting with the Pastor of the Parish for further consideration. The Pastor of the Parish will determine if a further meeting is warranted.
- Section 4. The grievance must be filed within three (3) days of the incident. All grievances should be resolved within ten (10) days of filing.

#### ARTICLE XI. GRIEVANCE PROCESS - OUTSIDE PARISH

- Section 1. It may become necessary to file a grievance on behalf of one of our sponsored teams. While every effort should be attempted to correct the issue without CYO involvement, the following steps should be taken if such an action is required.
- Section 2. As outlined the Charter and Bylaws for the Diocese of Cleveland CYO, Bylaw 3-1-1, the Member Administrator shall be held primarily responsible and serves as the ultimate authority for all matters pertaining to CYO Athletics in the Holy Trinity Athletic Association. In our case, the Member Administrator is the Pastor of Holy Trinity Parish.
- Section 3. All grievances must be communicated in written form to the Pastoral Designee within 48 hours of the incident. In addition, all follow-up, and actions taken to mitigate the grievance shall be documented.
- Section 4. The Pastoral Designee will call a meeting of the HT Board of Directors. At that meeting, the Pastoral Designee will participate in an advisory capacity. The HT Board of Directors must vote whether or not to recommend that the Pastoral Designee file a formal grievance with the CYO Administration. In the event that the Committee is deadlocked, the Pastoral Designee will cast a vote, determining the merit of filing a formal grievance with the Diocese of Cleveland CYO.

- Section 5. If the Pastoral Designee determines a formal grievance is warranted, after reviewing the Board recommendation, said grievance shall be forwarded to the Pastor of the Parish for further consideration.
- Section 6. The Pastor of the Parish shall review all recommendations and determine whether the formal grievance shall be forwarded to the CYO Administration.

## ARTICLE XII. STUDENT ELIGIBILITY

- Section 1. Any student in the appropriate grade levels attending either Holy Trinity School or Holy Trinity PSR program is eligible for sports that are currently being offered by the Holy Trinity Athletic Association.
- Section 2. In addition to the above, all eligibility of players is subject to the rules, regulations, and directives set out in the Charter and Bylaws for the Diocese of Cleveland CYO, Bylaw 4.
- Section 3. Holy Trinity Athletic Association will accept students from other parishes if following conditions are met:
- A. The student meets CYO rules for eligibility and has appropriate signed documentation (currently ERF – Eligibility Request Form).
  - B. There is room in our program or team to accept additional players. If the rosters are full, then the out of parish student will have to seek other parishes for participation.
  - C. The student agrees to pay all appropriate fees.
- Section 4. Any student who receives a suspension during a CYO sports season will also be suspended from practice and games for the week they receive the suspension.

## ARTICLE XIII. AMENDMENTS

- Section 1. These by-Laws, or any part thereof, may be amended at any meeting of the Board of Directors provided said proposed amendments are submitted in writing to the Board. The Board will review the proposed amendment, and if it is not in violation of the Diocese of Cleveland Charter and Bylaws, will post it on the Athletic page of the Holy Trinity Athletic Association website for a period of 60 days for comment.
- Section 2. After 60 days of comments and review, the Committee will take up the proposed amendment for discussion and vote. Passage of the amendment will require a 3/5<sup>th</sup> majority. Final passage requires approval from the Pastor of the Parish.
- Section 3. An amendment defeated may not be brought up for re-consideration for at least 1 year after the amendment's defeat. Members in good-standing are defined in Article V, Section 3.

By-Laws reviewed by CYO Administration and recommended for approval by Holy Trinity Board of Directors on May 22, 2018. As such, the Holy Trinity Athletic Association By-Laws are approved by:

Father John Misenko

Pastor, Holy Trinity Parish

May 22., 2018









