

St. Catherine of Siena Parish Martinez, California



Catholic Youth Organization Bylaws

**ST. CATHERINE OF SIENA PARISH
MARTINEZ, CALIFORNIA
CATHOLIC YOUTH ORGANIZATION
BYLAWS**

Article I	Organization	Page 1
Article II	Mission	Page 1
Article III	Program Philosophy	Page 1
Article IV	Objective	Page 1
Article V	Governance	Page 1
Article VI	Authority and Responsibilities	
	A. Parish Pastor	Page 2
	B. Parish School Principal	Page 3
	C. CYO Parish Board	Page 3
	D. Board Chairperson	Page 4
	E. Athletic Director	Page 5
	F. Board Treasurer	Page 8
	G. Board Registrar	Page 9
	H. Equipment Manager	Page 10
	I. Members-At-Large	Page 11
	J. Coaches	Page 11
	K. Players	Page 13
	L. Parents/Guardians/Team Followers	Page 13
Article II	Meetings	Page 14
Addendum	Schedule of Staggered Term of Offices 2007-2008 through 2015-2016	Page 15

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ARTICLE I - ORGANIZATION

The St. Catherine of Siena Parish Catholic Youth Organization Board is responsible for the conduct of the Catholic Youth Organization (CYO) of the Oakland Diocese at St. Catherine of Siena Parish, Martinez, California. The St. Catherine of Siena Parish CYO program shall adhere to all rules and regulations of the Oakland Diocese CYO and of all member leagues.

ARTICLE II – MISSION

The St. Catherine of Siena Parish CYO program enriches the lives of our children by providing athletic development and competition in a safe, sportsmanlike, Christian environment. We seek to enhance the self-confidence, self-discipline, and perseverance of our children, while developing their athletic skills and spiritual growth.

ARTICLE III – PROGRAM PHILOSOPHY

The approach to athletic competition is based on the philosophy that should make the best use of our God-given talents while maintaining the highest levels of sportsmanship. As a result, coaches will attempt to best use the talents of their team to win, while not compromising our beliefs in sportsmanship and that all athletes should have the opportunity to participate.

ARTICLE IV – OBJECTIVE

The objective of the St. Catherine of Siena Parish CYO program will be, through the vehicle of sports, to provide young people with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese.

ARTICLE V – GOVERNANCE

A. The St. Catherine of Siena Parish

volleyball (girls and boys), cheerleading, track and field (girls and boys), and any sport added by the Oakland Diocese CYO.

- B. The St. Catherine of Siena Parish CYO athletic program shall be governed by the Diocese of Oakland CYO Bylaws, current Oakland Diocese CYO Athletic Manual, St. Catherine of Siena CYO Bylaws, league rules, sport rules and any and all other bylaws and/or rules applicable to the St. Catherine of Siena CYO program.
- C. To be eligible to serve in all positions of the St. Catherine of Siena CYO Board, it is preferred that a person be a registered member of St. Catherine of Siena Parish.
- D. To be eligible to serve in the Board Chairperson position, a person must have served at least two (2) years in the capacity of Athletic Director, Treasurer, Registrar, Equipment Manager, or Member-At-Large position.
- E. With the exception of the Parish Pastor and School Principal, vacant positions on the St. Catherine of Siena Parish CYO Board shall be filled as follows: Notification of the open position(s) shall be (1) posted in the parish bulletin, and (2) mailed to each family on the current CYO family roster at their last known address, for a minimum of two weeks prior to a St. Catherine of Siena Parish CYO Board meeting to elect the new member(s). All interested persons must attend the meeting and describe for the board their reasons for seeking the open position and qualifications. After all candidates have been interviewed, the St. Catherine of Siena Parish CYO Board shall submit their recommendation(s) to the Parish Pastor for approval and appointment.
- F. With the exception of the Parish Pastor and School Principal, the staggered term of office for board members shall be for three (3) years (July 1 through June 30) with one consecutive renewal three (3) year term for a total of six (6) consecutive years. If a board member cannot complete his/her term, the vacant position may or may not be filled pending the majority vote of the remaining St. Catherine of Siena Parish CYO Board Members. If the vacant position is to be filled, the vacant position shall be filled by an interim person to complete the term of the vacant board position.

ARTIICLE VI – AUTHORITY AND RESPONSIBILITIES

- A. The St. Catherine of Siena Parish Pastor shall have the right of approval and veto power over all decisions.
 - 1. The Parish Pastor shall have knowledge of the (a) Diocese of Oakland CYO Bylaws, (b) current Oakland Diocese CYO Athletic

Manual, (c) St. Catherine of Siena Parish CYO Bylaws, (d) league rules, (e) sport rules, and (f) any and all other bylaws and/or rules applicable to the St. Catherine of Siena Parish CYO Program.

B. The St. Catherine of Siena Parish

9. Oversee all registrations facilitated by the Athletic Directors.
 10. Arbitrate any Athletic Directors/coach/player/parent issues.
 11. Review and grant or deny requests for player's scholarship funding.
 12. Consider and approve or deny refunds to players on a case by case basis.
 13. Pass resolutions, amendments, rules and/or procedures shall be passed by a simple majority of the vote.
 14. Cast one vote per Board member. No proxies permitted.
- D. The Board Chairperson is responsible for the overall conduct of the St. Catherine of Siena Parish CYO athletic program. She/he is responsible to the Parish Pastor. The Board Chairperson shall:
1. Call and preside over all special or regular meetings. The Board Chairperson shall:
 - a. Appoint a temporary Chairperson if he/she cannot attend a regular meeting.
 - b. Have no voting privilege except to cast a tie breaking vote.
 - c. Call the St. Catherine of Siena Parish CYO Board into session.
 - d. Coordinate the agenda for all meetings.
 - e. Ensure minutes are taken and distributed to St. Catherine of Siena Parish CYO Board members and anyone who has requested the minutes.
 - f. Reserve an appropriate meeting room. If the Parish Hall is to be used, reserve the Hall with the Parish secretary; obtain and return the Parish Hall key from the Parish office. Ensure Parish Hall is secure following a St. Catherine of Siena Parish CYO Board meeting.
 2. Provide communication to the members of the St. Catherine of Siena Parish via the Parish bulletin.
 3. Recruit replacements for open St. Catherine of Siena Parish CYO Board positions.

4. Maintain a current e-mail list for St. Catherine of Siena Parish CYO Board members.
 5. Ensure all St. Catherine of Siena Parish CYO Board members review the St. Catherine of Siena Parish CYO Bylaws annually and make revisions as needed in the best interest of the St. Catherine of Siena Parish CYO program.
 6. Prepare a budget for fiscal year (July 1 through June 30).
 7. Coordinate a St. Catherine of Siena Parish CYO Mass and hospitality once a year.
 8. Ensure sport activity evaluation forms are distributed to the families/guardians of the players at the close of each sport activity.
 9. Maintain and safeguard all records for the St. Catherine of Siena Parish CYO program.
 10. Disseminate information received from the Oakland Diocesan CYO Office and leagues to the Athletic Directors.
 11. Have knowledge of the (a) Diocese of Oakland CYO Bylaws, (b) current Oakland Diocese CYO Athletic Manual, (c) St. Catherine of Siena Parish CYO Bylaws, (d) league rules, (e) sport rules, and (f) any and all other bylaws and/or rules applicable to the St. Catherine of Siena Parish CYO Program.
 12. Provide support to other members of the St. Catherine of Siena Parish CYO Board.
 13. Properly care for and maintain all property, equipment and uniforms. Properly use all property, equipment and uniforms for their intended use.
- E. Each Athletic Director is responsible for the overall conduct of his/her sport. Each Athletic Director shall attend St. Catherine of Siena Parish CYO meetings to present a status report on his/her sport. Athletic Directors are responsible to the Board Chairperson. Each Athletic Director shall:
1. Recruit and train qualified coaches for all teams.
 - a. Provide coaches with Coaches Certification Workshop information and ensure that the coaches are certified for the

sport season.

- b. If warranted, provide coaches with qualified training for use of the supplies in the first aid kits.
 - c. Ensure that all coaches are knowledgeable of the (a) Diocese of Oakland CYO Bylaws, (b) current Oakland Diocese CYO Athletic Manual, (c) St. Catherine of Siena Parish CYO Bylaws, (d) league rules, (e) sport rules, and (f) any and all other bylaws and/or rules applicable to the St. Catherine of Siena Parish CYO Program.
2. Conduct an information meeting for all coaches prior to each season to discuss rules and rule changes, league information, CYO and coaching philosophy, and other necessary information for the coming year. Emphasize that there are a minimum of two adults present at all activities. A male adult must be present if male players are present; and, a female adult must be present if female players are present.
 3. Provide information for coaches to host their parent/guardian information meeting. Attend parent/guardian meetings as necessary. Ensure all teams have hosted parent/guardian information meetings.
 4. Represent the St. Catherine of Siena Parish at league meetings.
 5. Facilitate players and coaches' registrations:
 - a. Set date(s), time(s) and place(s) for registration.
 - b. Collect completed players' registration forms and fees.
 - c. Verify eligibility of each player.
 - d. Collect completed coaches' registration forms.
 - e. Ensure the completed players and coaches' registration forms are forwarded to the Board Registrar.
 - f. Ensure players' fees collected are verified and are forwarded to the Board Treasurer.
 7. Secure practice facilities and schedule practices for all teams.
 - a. Notify all coaches of the practice schedule.

- b. Schedule practices so as not to conflict with the religious obligations of the players.
- 8. Distribute league schedules to all coaches. Any request for a change in the schedule must be made through the Athletic Director.
- 9. Acquire and maintain equipment, first aid supplies,

Siena Parish CYO Bylaws, (d) league rules, (e) sport rules, and (f) any and all other bylaws and/or rules applicable to the St. Catherine of Siena Parish CYO Program.

16. Provide support to other members of the St. Catherine of Siena Parish CYO Board.
 17. Properly care for and maintain all property, equipment and uniforms. Properly use all property, equipment and uniforms for their intended use.
- F. The Board Treasurer is responsible to ensure good business accounting practices are followed in the management the St. Catherine of Siena Parish CYO program revenue and expenses. The Board Treasurer shall attend St. Catherine of Siena Parish CYO meetings to present a financial status report. The Board Treasurer is responsible to the Parish Pastor and/or School Principal. The Board Treasurer shall:
1. Collect and verify registration fees from the Athletic Directors.
 2. Collect and verify fundraising and/or other monies collected on behalf the St. Catherine of Siena Parish CYO program.
 3. Deposit verified registration fees and all monies collected on behalf of the St. Catherine of Siena Parish CYO program.
 4. Verify and issue payments as authorized by the Parish Pastor and/or School Principal.
 5. Reconcile St. Catherine of Siena Parish CYO program account(s) and submit reconciliation to the Board Chairperson.
 6. Issue refunds to players as approved by the St. Catherine of Siena Parish CYO Board.
 - a. The Board Registrar shall notify the Board Treasurer of the player's name, parent/guardian name, address, and reason for refund.
 7. Have knowledge of the (a) Diocese of Oakland CYO Bylaws, (b) current Oakland Diocese CYO Athletic Manual, (c) St. Catherine of Siena Parish CYO Bylaws, (d) league rules, (e) sport rules, and (f) any and all other bylaws and/or rules applicable to the St. Catherine of Siena Parish CYO Program.
 8. Provide support to other members of the St. Catherine of Siena

Parish CYO Board.

9. Properly care for and maintain all property, equipment and uniforms. Properly use all property, equipment and uniforms for their intended use.
- G. The Board Registrar shall be responsible for maintaining a current database of players, coaches and team rosters. The Board Registrar shall attend St. Catherine of Siena Parish CYO meetings to present number of players and team rosters. The Board Registrar is responsible to the Board Chairperson. The Board Registrar shall:
1. Collect and verify completed registration forms from the Athletic Directors.
 2. Verify each player's eligibility.
 3. Prepare Oakland Diocese CYO Official Rosters for required signatures from the information supplied by the Athletic Directors.
 4. Provide the Board Treasurer for player refunds with the player's name, parent/guardian name, address and reason for refund.
 5. Provide Board Equipment Manager with players' uniform sizes for the purpose of ordering and distributing uniforms.
 6. Duplicate players' registration/medical forms and coaches' registration forms.
 - a. Distribute original players' registration/medical forms and coaches' registration forms to the Athletic Director.
 - b. Maintain duplicate players' registration/medical forms and coaches' registration forms for the playing season then destroy (shred) after the opening registration of the following season.
 7. Prepare reports and labels as requested by the Board Chairperson.
 8. Provide blank players' registration/medical forms and coaches' registration forms to the Athletic Directors for sign-ups.
 9. Have knowledge of the (a) Diocese of Oakland CYO Bylaws, (b) current Oakland Diocese CYO Athletic Manual, (c) St. Catherine of Siena Parish CYO Bylaws, (d) league rules, (e) sport rules, and (f) any and all other bylaws and/or rules applicable to the St. Catherine

of Siena Parish CYO Program.

10. Provide support to other members of the St. Catherine of Siena Parish CYO Board.
 11. Properly care for and maintain all property, equipment and uniforms. Properly use all property, equipment and uniforms for their intended use.
- H. The Equipment Manager shall be responsible for maintaining the equipment, first aid kits and uniforms in good condition and repair and/or replace broken equipment, first aid supplies and uniforms. The Equipment Manager shall attend St. Catherine of Siena Parish CYO meetings to give a status report of equipment, first aid supplies and uniforms. The Equipment Manager is responsible to the Board Chairperson. The Equipment Manager shall:
1. Maintain current equipment, first aid supplies and uniform inventories.
 2. Distribute equipment, first aid supplies and uniforms to the Athletic Directors before the start of league and/or tournament play. The Board Registrar shall supply the players' sizes and teams.
 3. Collect, sort and place in storage all of the equipment, first aid supplies and uniforms at the end of the playing season from the Athletic Directors.
 4. Research and make recommendations to the St. Catherine of Siena Parish CYO Board for the purchase of equipment, first aid supplies and uniforms. Purchase equipment, first aid supplies and uniforms as authorized by the St. Catherine of Siena Parish CYO Board.
 5. Have knowledge of the (a) Diocese of Oakland CYO Bylaws, (b) current Oakland Diocese CYO Athletic Manual, (c) St. Catherine of Siena Parish CYO Bylaws, (d) league rules, (e) sport rules, and (f) any and all other bylaws and/or rules applicable to the St. Catherine of Siena Parish CYO Program.
 6. Provide support to other members of the St. Catherine of Siena Parish CYO Board.
 7. Properly care for and maintain all property, equipment and uniforms. Properly use all property, equipment and uniforms for their intended use.

- I. The Members-At-Large shall be responsible for providing support to St. Catherine of Siena Parish CYO Board members to ensure a successful St. Catherine of Siena Parish CYO program. The Members-At-Large shall
a

with Christian ideals.

8. Take special precautions to ensure a safe playing environment.
 - a. Maintain adequate first aid supplies.
 - b. Original registration/medical release forms must be readily available at all times during practices and games.
 - c. Make certain that there are at least two adults present for each game or practice until all players have been picked up by their parent/guardian.
 - d. Make certain that there is a male adult present if male players are present; and, a female adult present if female players are present.
9. Distribute practice dates, times and places and league schedules of games to all players and their parents/guardians. Any request for a change in scheduling must be made through the Athletic Director.
10. Distribute equipment and uniforms before the start of league or tournament play.
 - a. Notify the Athletic Director of any equipment, first aid supplies and/or uniforms that need to be replaced and/or repaired.
11. Collect and return all equipment, first aid supplies and uniforms at the close of season play to the Athletic Director on date set by the Athletic Director.
12. Ensure teams and team followers comply with all rules and regulations set by sport complexes and fields. Inform and remind team players and team followers that an individual parish CYO program will be held responsible for damages caused by team members or team followers.
13. Compete in a sportsmanlike manner. Unsportsmanlike behavior including, fighting, abusive language, cheating, disrespect for coaches, other players, referees and/or other person(s) in charge, or unlawful acts will result in disciplinary action, up to and including, suspension or removal from the program.
14. Have knowledge of the (a) Diocese of Oakland CYO Bylaws, (b) current Oakland Diocese CYO Athletic Manual, (c) St. Catherine of

Siena Parish CYO Bylaws, (d) league rules, (e) sport rules, and (f) any and all other bylaws and/or rules applicable to the St. Catherine of Siena Parish CYO Program.

15. Properly care for and maintain all property, equipment and uniforms. Properly use all property, equipment and uniforms for their intended use.
16. Work with the Athletic Director in support of the St. Catherine of Siena Parish and league CYO programs.

K. Players have the responsibility to:

1. Attend all practices and games.
2. Notify the coach of any expected absences.
3. Comply with the practice and game rules of the coach.
4. Compete in a sportsmanlike manner. Unsportsmanlike behavior including, fighting, abusive language, cheating, disrespect for coaches, other players, referees and/or other person(s) in charge, or unlawful acts will result in disciplinary action, up to and including, suspension or removal from the program.
5. Properly care for and maintain all property, equipment and uniforms. Properly use all property, equipment and uniforms for their intended use.

L. The CYO athletic program relies on the participation and support of the parents/guardians/team followers. The responsibilities of the parents/guardians are to:

1. Ensure that the Oakland Diocese and St. Catherine of Siena Parish CYO rules and/or guidelines are met by themselves and their players.
2. Ensure that the player meets the player's eligibility to play for St. Catherine of Siena Parish CYO programs according the Oakland Diocese Bylaws and CYO Athletic Manual.
3. Provide transportation to and from practices and games.
 - a. No child should be dropped off without the parents/guardians confirming that coaches are on site and ready to coach the players.

- b. Be prompt to pick up players at the end of practices and games.
4. Supervise their player(s) at all times except during designated practice and game times.
5. Properly care for and maintain all property, equipment and uniforms. Properly use all property, equipment and uniforms for their intended use.

ARTICLE VII - MEETINGS

The St. Catherine of Siena Parish CYO Board shall meet in August each year and shall determine the next meeting date and time before adjournment of meeting pending availability of the Parish Hall or other designated meeting place. Meetings are open to everyone. (Exceptions to open meetings are, but not limited to, those meetings involving personnel matters.)

- A. The Board Chairperson shall make notification of meetings to the St. Catherine of Siena Parish CYO Board.
 1. Each Athletic Director shall make notification of meetings to their respective coaches.
 2. Coaches shall make notification of meetings to their respective parents/guardians.
- B. Items and/or topics for discussion are to be submitted to the Board Chairperson to be placed on the agenda.
- C. A quorum of the St. Catherine of Siena Parish CYO Board must be present for a vote to be taken on any agenda item and/or topic.

ADOPTED – JUNE 19, 2007

6/26/2007

Adden

2007 - 2008 2008 - 2009 2009 - 2010 2010 - 2011 2011 - 2012 2012 - 2013 2013 - 2014 2014 - 2015 2015 - 2016

1 Board Chairperson

2 Athletic Director - Cross Country

3 Athletic Director - Basketball

4 Athletic Director - Track & Field

Vacant

5 Treasurer

6 Registrar

7 Equipment Manager

**07/01/2007 -
06/30/2008
Kevin O'Leary**

8 Member-At-Large

9 Member-At-Large

Vacant