

Our Lady of Mt. Carmel Athletic Association By-Laws

This document is hereby presented for acceptance as written or with such modifications as the Association may propose and elect. Once accepted, these by-laws shall serve as the constitution of and the governing document over the Our Lady of Mt. Carmel Athletic Association.

ORGANIZATION AND BY-LAWS, STATEMENT OF PURPOSE and GENERAL PRINCIPLES

STATEMENT OF PURPOSE

Athletic programs offer a vehicle for the physical and mental development where teamwork and good sportsmanship are emphasized. Recognizing this, the Our Lady of Mt. Carmel Athletic Association, an organization of men and women, is dedicated to the purpose of providing athletic instruction, opportunity, and experience in a Christian manner for the young people of Our Lady of Mt. Carmel (OLMC). Additionally, the men and women of this Organization have the fiduciary duty to support the school fiscally. This Organization is charged with providing funds to the Operating Revenue of the School Budget. ALL MEN AND WOMEN WHO PARTICIPATE IN ANY CAPACITY MUST BE CAP APPROVED AND FINGERPRINTED.

GENERAL PRINCIPLES

The following general principles shall govern all aspects of the Athletic Association's activities and programs. These principles are implemented through the Association By-Laws.

The purpose of the programs provided by the Association is the development of skills, teamwork, sportsmanship and Christian values in our young people.

The Association has the responsibility of providing funds to the Operating Revenue of the School Budget through collection of registration fees, snack stand proceeds, and various types of fundraising initiatives which include but are not limited too Win Big Drawing Night, hosting Playoffs, All-Star Games, Tournaments, Camps and Summer Leagues.

The Association has the responsibility of providing an environment for the growth of our young people. Our young people have the responsibility of abiding by the By-Laws of the Association, of respecting the rights and feelings of other participants, and of always acting in a manner consistent with the principles and purposes of the

Association and the Parishes of St. Simon Stock, St., Andrew the Apostle and Mater Ecclesiae.

ORGANIZATION

The Athletic Association is made up of men and women who choose to become involved in the Association's programs as players, coaches, assistants, helpers, or otherwise choose to give support and to participate. All Parishioners are encouraged to participate in the activities sponsored by the Athletic Association. **ALL MEN AND WOMEN MUST BE CAP APPROVED AND FINGERPRINTED.** The Executive Board is made up of an Athletic Director, Program Coordinator, Fundraising Coordinator, Snack Stand Coordinator and Secretary.

THE ELECTION/APPOINTMENT AND DUTIES OF THESE MEMBERS ARE DEFINED IN THE BY-LAWS.

Athletic Director

The President/Athletic Director shall be appointed to a two year term by the Presiding Pastor of St. Simon Stock and School Principal. Applications of intent should be submitted in writing to the Executive Board and then presented to St. Simon Stock Pastor and School Principal for approval and appointment. Application should be submitted no later than May 1st of the last year of the current member's term. The candidate must have prior experience in working with the Athletic Association as a Board member. If there are no prospective candidates with this experience, the Pastor and Principal will select a candidate who best qualifies based on their qualifications and prior experience assisting with the athletic program. **THE CANDIDATE MUST BE CAP APPROVED AND FINGERPRINTED.**

Program Coordinator

The Program Coordinator shall be appointed to a two year term of office by the St. Simon Stock Parish Pastor and School Principal. Recommendation for this position will be forwarded by the Athletic Director to the Pastor and School Principal. Applications of intent should be submitted in writing to the School Athletic Director who will then forward to the Pastor and School Principal for their review. Applications should be submitted no later than May 1st of the last year of the current member's term. This candidate should have prior experience in working with the Athletic Association in another capacity. **THE CANDIDATE MUST BE CAP APPROVED AND FINGERPRINTED.**

Fundraising Coordinator

Applications of intent should be submitted in writing to the Athletic Director. Applications should be submitted no later than May 15th of the last year of the current member's term. Recommendation for this position shall be made by the Athletic Director to the Pastor and School Principal. The term shall run from July 1st and continue for two years, ending on June 30th.

Snack Stand Coordinator

Applications of intent should be submitted in writing to the Athletic Director. Applications should be submitted no later than May 15th of the last year of the current member's term. Recommendation for this position shall be made by the Athletic Director to the Pastor and School Principal. The term shall run from July 1st and continue for two years, ending on June 30th.

Secretary

Applications of intent should be submitted in writing to the School Advancement Director. Applications should be submitted no later than May 15th of the last year of the current member's term. Recommendation for this position shall be made by the Athletic Director to the Pastor and School Principal. The term shall run from July 1st and continue for two years, ending on June

DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE EXECUTIVE BOARD

The members of the Executive Board shall be collectively responsible for administering the programs of the Association in accordance with the principles and By-Laws of the Association. Their particular responsibilities, voting status, and duties shall be as defined in the attachments to these By-Laws.

Athletic Director

- Serve as a voting member of the Executive Board for a two year term
- Uphold the principles and purposes of the Athletic Association
- Select, coordinate and supervise the coaching staff
- Govern monthly meetings
- Report all activities to the Pastor and School Principal
- Organize and work with support staff
- Promote student participation
- Promote the involvement of interested parents in the activities of the Athletic Association
- Develop a budget

- **Approve all purchases and purchase orders prior to being submitted for payment**
- **Coordinate all Athletic Association activities**

Program Coordinator

- **Serve as a voting member of the Executive Board for a two year term**
- **Uphold the principles and purposes of the Athletic Association**
- **Assist Athletic Director with coordinating and supervising coaching staff**
- **Report all activities to the Athletic Director**
- **Work with Parish Office to coordinate schedules of various programs**
- **Oversee distribution of Uniforms – Coordinate purchase of new uniforms when needed**
- **Oversee all camps, clinics and summer leagues**
- **Work with Athletic Director in Formulating an Annual Budget**
- **Participate in mediation of any unresolved issues or disputes**

Fundraising Coordinator

- **Serve as a voting member of the Executive Board for a two year term**
- **Uphold the principles and purposes of the Athletic Association**
- **Report all activities to the Athletic Director**
- **Coordinate and manage the volunteers for the Win Big Drawing Night.**
- **Coordinate and manage the scheduling of volunteers for fundraising events such as but not limited too; Hosting Playoff Games, All-Star Games, Tournaments and Spirit Night**

Snack Stand Coordinator

- **Serve as a voting member of the Executive Board for a two year term**
- **Uphold the principles and purposes of the Athletic Association**
- **Report all activities to the Athletic Director**
- **Coordinate and oversee the snack stand. The Coordinator will have the fiduciary responsibility of keeping track of all funds coming in and going out of the snack stand.**
- **Oversee and manage the volunteers assigned to work in the stand.**
- **Oversee and manage the purchases of food, drinks and supplies necessary to operate the stand**
- **Make sure stand is stocked and has volunteers assigned to work for all games/events hosted by the Athletic Association. This would include the Win Big Drawing Night**

Secretary

- **Serve as a voting member of the Executive Board for a two year term**
- **Uphold the principles and purposes of the Athletic Association**
- **Acting as recording and corresponding secretary to the Executive Board**
- **Prepare written reports every two months to be forwarded to the Athletic Director who in turn will forward to the School Principal and School Board Chair**
- **Support the other Board Members with their fundraising initiatives**

ATHLETIC ASSOCIATION MEMBERS

ATHLETE MEMBER

An Athlete Member is any student who actively participates; meets all of the scholastic responsibilities and abides by the Code of Conduct set forth by the OLMC Athletic Association.

GENERAL MEMBER

A General Member is any athlete, parent or legal guardian of an athlete who actively participates in the OLMC Athletic Program.