

**ST. MARTIN OF TOURS ATHLETIC ASSOCIATION  
CONSTITUTION**

**TABLE OF CONTENTS**

<b>ARTICLES</b>		<b>PAGE</b>
<b>I. Organization / Headquarters</b>	-	2
<b>II. Mission / Role / Guiding Principles</b>	-	2
<b>III. Non-Discriminatory Practices</b>	-	2
<b>IV. Use of Prayer</b>	-	3
<b>V. Safety and Well Being of Children</b>	-	3-4
<b>VI. Eligibility</b>	-	4-5
<b>VII. League Participation</b>	-	5
<b>VIII. Coaches</b>	-	5-6
<b>IX. Instruction, Recreational, Competitive Designations</b>	-	6
<b>X. Code of Conduct</b>	-	6-8
<b>XI. Sanctions for Non-compliance with Code of Conduct</b>	-	8
<b>XII. Grievances</b>	-	8-9
<b>XIII. Executive Board Members</b>	-	9-12
<b>XIV. Elections / Nominating Committee</b>	-	12
<b>XV. Meetings</b>	-	12-13
<b>XVI. Sports Coordinators</b>	-	13-14
<b>XVII. Finances</b>	-	14-15
<b>XVIII. Scheduling Criteria</b>	-	15-16
<b>XIX. Amendments</b>	-	16
<b>XX. Review of Constitution Compliance</b>	-	16
<b>XXI. Transportation</b>	-	16-17
<b>XXII. Forms:</b>		
<b>A. Obligation of Officers</b>	-	18
<b>B. Parent/Player Code of Conduct</b>	-	19
<b>C. Coaches Code of Conduct</b>	-	20-21
<b>D. Concussion Policy</b>	-	22
<b>E. Participation Contract / Waiver</b>	-	23
<b>F. Request for Finances</b>	-	24

## **ARTICLE I – ORGANIZATION:**

- 1) **The name** of the Association shall be the St. Martin of Tours Athletic Association.
- 2) **The headquarters** of the Association shall be located at St. Martin of Tours in the City of Cheviot.

## **ARTICLE II - MISSION:**

The mission of the St. Martin Athletic Association is to further the mission of the Catholic Church by providing sports experiences that are firmly rooted in the Catholic faith tradition and based on the goals of Catholic youth ministry for the youth of the St. Martin parish. Through the experience of St. Martin Athletic activities, children and their families will better follow Christ, be drawn closer to the Church, and will grow in character, virtues and Christian service. The Association is an integral part of the mission, ministries and life of St. Martin's Parish.

## **GUIDING PRINCIPLES:**

- 1) Winning, performing and succeeding are always subordinate to the development of faith, character and virtues. All members of the St. Martin Athletic Association must demonstrate good sportsmanship and fair play that are in line with the Beatitudes, the Ten Commandments and the Golden Rule.
- 2) The St. Martin Athletic Association, including its players, coaches, parents, coordinators and board members, are called to be evangelists and bring the good news of Jesus Christ to the world.
- 3) The St. Martin Athletic Association, including its players, coaches, parents, coordinators and board members, are called to actively participate in the Catholic faith community, including faith formation as well as worship on Sundays, Holy Days and during liturgical seasons.
- 4) Coaches and athletic leaders will model and share the Catholic faith and help develop young Catholic disciples. Coaches will help players and their families stay meaningfully connected to the Catholic Church.
- 5) The safety and well-being of the youth participants in St. Martin Athletic activities is paramount.
- 6) The St. Martin Athletic Association will demonstrate good stewardship of money and other resources, with trustworthy and transparent systems of financial accountability.

## **ARTICLE III - NON-DISCRIMINATORY PRACTICES:**

The St. Martin Athletic Association will not discriminate based on ethnicity, nationality, gender, race or sexual orientation in any situation (including scheduling, team formation, coach selection and playing time).

## **ARTICLE IV - PRAYER**

All St. Martin Athletic Association activities are to include prayer. Activities include practices, games, team and parent meetings and board meetings.

## **ARTICLE V - SAFETY AND WELL-BEING OF CHILDREN:**

The St. Martin Athletic Association follows all provisions of the Archdiocese of Cincinnati's Decree on Child Protection, which includes:

- 1) All adult regular volunteers and employees associated with the St. Martin Athletic Association must attend a SafeParish Child Awareness Session prior to having contact with children.
- 2) All adult regular volunteers and employees associated with the St. Martin Athletic Association must complete an acceptable background check approved by the Archdiocese prior to having contact with children.
- 3) A child may participate in a St. Martin Athletic Association activity only with written consent from the child's parent or guardian on a standard Permission, Release and Medical Power of Attorney form.
- 4) All St. Martin of Tours Athletic Association activities require a minimum of two approved adults that completed SafeParish and a background check. The two adults should not be related to each other. Single sex athletics must have at least one adult of the same gender as the players.
- 5) No children may be disciplined corporally or corrected with abusive language.
- 6) All adults acting in an official or professional capacity under the St. Martin Athletic Association must immediately report any actual or suspected act of child abuse to the public children's services agency.
- 7) The St. Martin Athletic Association will maintain compliance with state law Ohio HB 143 that pertains to concussions, including:
  - a) All St. Martin coaches must receive training on concussions and the requirements of Ohio law prior to coaching youth.
  - b) If a player exhibits symptoms of a concussion while participating in a St. Martin Athletic Association activity, then the coach must remove the individual from the activity and notify the individual's parent or guardian.
  - c) An individual removed from a St. Martin Athletic Association activity due to symptoms of a concussion may not return to a St. Martin Athletic activity until the individual is assessed by a licensed health care provider and the player receives written clearance from the provider to return to activity.

8) When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play will not resume until 30 minutes has passed since the last thunder was heard or lightening flash was witnessed.

9) Coaches and adult athletic leaders must take care to ensure that their children are using Facilities that are safe and secure, including:

a) Gymnasiums: Paying attention to any apparent damage to backboards, bleachers, and other seating that could render such items unsafe.

b) Athletics Fields: Before beginning practice or play, coaches or athletic leaders should inspect the field(s) for any unsafe conditions.

c) Postponing or Canceling: If it is apparent that the condition of a Facility may pose a risk of injury, coaches and athletics leaders are expected to postpone or cancel events until a safe Facility is available, and any such postponement or cancellation will not incur a penalty.

d) Reporting: Any problems with a Facility should be reported as soon as possible to the St. Martin of Tours Parish Pastor and/or Business Manager and the league leaders who schedule athletics events at the Facility. If the problem persists and as a result there are ongoing safety risks, the coaches, athletics leaders, league leaders or concerned parents should contact the Archdiocese of Cincinnati Catholic Youth Athletics Commission.

## **ARTICLE VI - ELIGIBILITY:**

Eligibility for participation in St. Martin Athletic Association activities shall be determined by the following:

1) The participant's parent or legal guardian is registered with St. Martin of Tours' Parish. Participant must be enrolled in and participate in the religious education program through the parish or school during the current school year.

OR

2) The participant attends St. Martin of Tours School.

OR

3) Children (Catholic or non-Catholic) who are not registered with St. Martin of Tours parish, nor are they attending St. Martin of Tours School, may participate in St. Martin Athletic Association activities only by special permission by the pastor of St. Martin of Tours, the St. Martin Athletic Association and the designated league.

4) If the St. Martin Athletic Association cannot provide a complete team in a particular sport, but has children interested in participating, then the St. Martin

sports coordinator for that particular sport will work with the league to find a team from a parish closest in geographic area that the children may participate with.

5) If a neighboring parish's Athletic Association is unable to field a sports team, but that association has children interested in playing, then those children may play for the St. Martin Athletic association with permission of both association's boards, the particular sport's coordinators, and the particular sport's league.

### **ARTICLE VII - LEAGUE PARTICIPATION:**

The St. Martin Athletic Association sports teams will participate only in leagues approved by the Pastor and the Archdiocese of Cincinnati's Catholic Youth Athletics Commission. Tournament participation is limited to three tournaments per sport sponsored by leagues, or parishes or schools within the leagues.

### **ARTICLE VIII - COACHES**

Coaches for St. Martin Athletic activities are expected to develop young athletes and to help form young Christians. Coaches for St. Martin Athletic activities must:

- 1) Abide by and uphold the St. Martin Athletic Association Constitution.
- 2) Represent the team with a high level of sportsmanship, integrity and respect towards team, parents, and opponents at all times.
- 3) Support and assist in the spiritual, emotional, social and physical development of all players by providing opportunities for athletic skills training, character development, and spiritual growth.
- 4) Work with the St. Martin Athletic Association's Spiritual Liaison to ensure an environment conducive to growth in faith, character, and virtues.
- 5) Ensure that prayer happens at each practice and game.
- 6) All coaches must sign and submit the Code of Conduct, which will be retained and kept on file by the St. Martin Athletic Association.
- 7) Coaches must be at least 21 years of age and in compliance with SafeParish.
- 8) Coaches must attend annually a St. Martin Athletic Association Coaches Ministry Meeting.
- 9) Coaches must complete the mandatory state required Concussion training and submit a copy of the certificate to the Vice President of the Association.
- 10) Coaches will be responsible for the return of all uniforms and equipment issued to his/her team. In the event he/she encounters any difficulty in getting a uniform returned, he/she is to contact his/her coordinator. All uniforms and

equipment must be in one week after the last league or tournament game or as arranged by the coordinator.

11) Coaches have the responsibility to know and comply with all league rules and regulations.

12) Review Lindsay's Law

## **ARTICLE IX - INSTRUCTIONAL, RECREATIONAL AND COMPETITIVE DESIGNATIONS:**

St. Martin Athletic Association activities will abide by the Archdiocese of Cincinnati's designation for levels of competition, which are as follows:

1) Instructional (Up to and including Grade 4) Play will take place in a single league and will include no more than two tournaments in addition to the league tournament. Children are expected to have roughly equal playing time in practices, games and tournaments. If the league does not provide an end of the year tournament then the team can play in two tournaments and a St. Martin sponsored tournament for a total of three tournaments.

2) Recreational (Grades 5-12) All St. Martin Athletic Association activities are designated as recreational unless otherwise designated as competitive. Play will take place in a single league and will include no more than two tournaments in addition to the league tournament. If the league does not provide an end of the year tournament then the team can play in two tournaments and a St. Martin sponsored tournament for a total of three tournaments. Children should have roughly equal playing time in practices, games and tournaments. Coaches may limit playing time as a disciplinary measure.

3) Competitive (Grades 5-12) All activities are assumed to be recreational unless explicitly and publicly designated as competitive. Play will take place in a single league and will include no more than two tournaments in addition to the league tournament. If the league does not provide an end of the year tournament then the team can play in two tournaments and a St. Martin sponsored tournament for a total of three tournaments. There is no guarantee that every player in every game will be provided playing time unless required by the league.

## **ARTICLE X - CODE OF CONDUCT:**

All who are involved in the St. Martin Athletic Association are expected to conduct themselves as examples of Christian behavior. This is essential and expected as a witness to the mission of the ministry of Catholic Youth Athletics, both on the field of play and away from it. This Code of Conduct extends to all events or activities sanctioned or sponsored by athletics organizations; including but not limited to meetings, games, practices, travel to and from events, attendance at another team's game, camps, players' clinics, officials' clinics, and during other related activities. Any violations of this Code of Conduct will be subject to disciplinary action as deemed appropriate by the athletics organization leadership, and/or league leadership.

## **Principles of The St. Martin Athletic Association's Code of Conduct include:**

- 1) Treat everyone with respect and love according to the Great Commandments: “You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself. The whole law and the prophets depend on these two commandments.” Matt. 22:37-40
- 2) Demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.
- 3) Abide by all Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati SafeParish and Archdiocese of Cincinnati Charter on Catholic Youth Athletics.
- 4) Abide by all Federal, state, and local laws and ordinances.
- 5) Abide by the Player Eligibility Policies of this Association as well as the Archdiocese of Cincinnati's Catholic Youth Athletics Charter.
- 6) No recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.
- 7) No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.
- 8) Coaches are expected to control their own conduct and the conduct of their players and report to the league and Commission instances where opponents, officials, parents, or fans have failed to control their own conduct.
- 9) It is not permitted to humiliate an opposing team by playing in such a way so as to intentionally run up the score after the outcome of the game is no longer in question.
- 10) The use of inappropriate, insulting, disrespectful, bullying and demeaning language or behavior before, during or after meetings, practices or games by players, coaches, officials, parents, fans, site personnel, volunteers, or others involved in any parish athletics program is prohibited. Also prohibited are physical intimidation and the use of profane, vulgar, abusive or sexually-oriented language, in oral, written or electronic forms of communication (such as texting or email), by players, coaches, officials, parents, site personnel, volunteers, or fans.
- 11) Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.
- 12) There will be no vandalism, theft, or destruction of property at any athletics venue.

13) No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where children are present.

## **ARTICLE XI - SANCTIONS FOR NON-COMPLIANCE WITH CODE OF CONDUCT:**

Serious infractions of the Code of Conduct will be subject to disciplinary action to include but not limited to temporary suspension from the team/program, expulsion from the team/program and/or membership revocation. Disciplinary action is at the discretion of the board.

- 1) Any player, coach, parent or fan who is ejected from an activity for any reason must leave the premises and shall be suspended for the next game.
- 2) An individual who is suspended shall be prohibited from attending the next game and may include practices or other team activities as determined by the St. Martin Athletic Association.
- 3) A second ejection from an athletic activity will result in being prohibited in participating in the next two games.
- 4) A third ejection from an athletic activity will result in being prohibited from participation in any St. Martin Athletic activities for the remainder of the season.
- 5) It is the responsibility of the head coach to report to the assigned Sport's Coordinator any coach, player, parent or fan associated with the particular team who is ejected from any St. Martin Athletic Association activity.
- 6) It is the responsibility of the specific Sport's Coordinator to report to the St. Martin Athletic Association board any ejections of a coach, player, parent or fan associated with any St. Martin Athletic Association activity.
- 7) Any student suspended or expelled from school, will be suspended from ALL St. Martin of Tours activities (Athletics, Scouts, PTO, etc.). A student cannot participate until he/she has returned for a full day of school from which they were suspended or expelled. Therefore, if a student's suspension ends on a Friday, he/she cannot participate until Monday or the day he/she returns to school.

## **ARTICLE XII - GRIEVANCES**

The grievance process is a step-by-step due process to resolve problems within the Athletic Association.

- 1) Grievances in regard to a specific team, team management or coach should be directed in the following order:
  - a) Head Coach
  - b) Specific Sport's Coordinator (if resolution is not made with Head Coach)



- c) President of the St. Martin Athletic Association (if resolution is not made with Sport's Coordinator)
  - d) Grievance Committee (if resolution is not made with President)  
Grievance Committee is the Executive Board.
  - e) St. Martin of Tours Pastor (if resolution is not made with Grievance Committee)
- 2) Grievances in regard to eligibility, team placement, fee payment or coordination of a sport should be directed in the following order:
- a) Specific Sport Coordinator
  - b) President of the St. Martin Athletic Association (if resolution not made with Sports Coordinator).
  - c) Grievance Committee (if resolution is not made with President)
  - d) St. Martin of Tours Pastor (if resolution is not made with Grievance Committee)

**ARTICLE XIII – THE ASSOCIATION EXECUTIVE BOARD MEMBERS:**

The Association Executive Board shall be composed of a Parish/School Liaison, Spiritual Liaison, President, Vice President, Treasurer, Recording Secretary, Pastor and Public Relations Officer and up to four at large positions. Eligible members must be at least 21 years of age, have attended a minimum of twenty-five percent of the Athletic Association monthly meetings over the previous year and be in good standing with St. Martin of Tours. The Executive Board will approve or deny through official vote all financial purchases over \$100, proposed fundraisers, appointment of coaches and coordinators, any resolution determined by the grievance committee and all other significant decisions that the President determines should require a vote. All decision votes by the Executive Board shall be final. The executive board shall approve all coordinators as well as all head coaches for all teams as appointed by the Sports Coordinators. The Executive Board may, with just cause, remove any person from an appointed position. The retiring officers shall transfer the official books and other property to their respective successors. The Association and all of its members are directly accountable to the St. Martin of Tours Pastor.

- 1) **Spiritual Director/Pastor** – Shall be the Pastor of St Martin of Tours Parish and is a Chairman of the Executive Board. The Spiritual Director/Pastor will appoint a Spiritual Liaison and conduct an annual review of the Spiritual Liaison. The Association is under the direct authority of the Parish Pastor.
- 2) **Parish or School Liaison** will be the St. Martin of Tours parish's Business Manager. Duties include:
  - a) Providing communication between the Association and the School and Pastor.
  - b) Checking all proposed coaches/volunteers to ensure that they have completed the SafeParish and background check.

c) Serve as a member of the St.Martin Athletic Association's Grievance Committee.

3) **Spiritual Liaison:** An active Catholic in good standing with the Church, who is appointed by the Pastor. An annual review of the Spiritual Liaison should take place with the Pastor, with input from coaches and athletics organization leadership. Duties include:

a) Responsible for communicating the spirit, mission, goals and principles of the Archdiocese of Cincinnati's Charter on Catholic Youth Athletics.

b) Ensures that the annual Coaches' Ministry Meeting is scheduled. Attends the annual meeting and monitors attendance by the coaches.

c) Assist coaches in implementing a spirit of ministry in practices and games throughout the season.

d) Participate in the end of the year evaluations of coaches and discussions regarding coaches return for future years.

e) Provide prayers and other resources to assist coaches in their youth athletics ministry.

f) Establish guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletic programming.

g) Serve as a member of the St.Martin Athletic Association's Grievance Committee.

4) **President** – The office of the President shall be held by a member of the Association who was a past Board member the previous year or has attended a majority of the general meetings the previous year. The President shall have general supervision of the affairs of the Association. Duties include:

a) Preside over the monthly meetings of the Association.

b) Shall be ex-officio member of all the committees.

c) Shall appoint all committees, subject to the approval of the Executive Board.

d) Shall have the responsibility to clarify job descriptions.

e) Special meetings can be called by the President as deemed necessary.

f) Shall be directly responsible for the dispute resolution of the various athletic programs.

g) Serve as a member of the St. Martin Athletic Association's Grievance Committee.

5) **Vice President** – The Vice President, in the absence of the President, shall assume and discharge all duties of the President. The office of the Vice President shall be held by

a member of the Association that has attended the majority of the general meetings the previous year. Duties include:

- a) Shall meet with Sports Coordinators to ensure coordinators understand roles and responsibilities.
- b) Shall maintain records of each approved coach's signed copy of Code of Ethics, Concussion training and approval by the Parish Liaison for SafeParish and Background Check.

**6) Public Relations Officer** – The Public Relations Officer shall represent the Athletic Association as a liaison between the parish office, school and other parish organizations. Duties include:

- a) Shall serve as the Athletic Association representative to Pastoral Council.
- b) Shall monitor the Athletic Association's page on the Parish Website to ensure that it is up-to-date and accurate.

**7) Recording Secretary** – The recording Secretary shall keep an accurate record of all the proceedings of the Association and an account of each member of the Association as to fees paid or owing and shall make reports to the Association concerning same. Duties Include:

- a) Recording the minutes for the Monthly Association Meeting.
- b) Distributing the typed meeting minutes to the Board Members.
- c) Maintaining attendance logs for Association Meetings.
- d) Maintaining records of all Members and the dates of their terms. Shall obtain copies of all team rosters from Sport Coordinators.
- e) Shall obtain and maintain records from each Sport's Coordinator of player fee payments and report delinquent payments to the Board.
- f) Compare records of fee payments with the amount of money submitted to the Treasurer.

**8) Treasurer** – The Treasurer shall maintain accurate records of all funds of the Association. Duties include:

- a) Maintaining accurate logs of all deposits and withdrawals from the Associations Bank Account.
- b) Accurately record all Association revenue and its source.
- c) Obtaining a budget for each sport from that sport's coordinator in April of each year.

- d) Preparing and submitting an annual budget for the Association.
  - e) Maintaining receipts/records of all expenditures of the Association.
  - f) Ensuring that all expenditures are submitted on the Request For Funds Form and maintaining the original copy of the Request For Funds Form with the signatures of the Treasurer, President and Vice-President.
  - g) Provide a monthly financial report for the general Association meetings.
- 10) **Immediate Past President**- The immediate past President may serve on the Board for a term of two years upon completion of his or her term as President. The Immediate Past President will be an active voting member of the Board and will provide guidance to the new President and the Board.
- 11) **At Large Positions** – Up to four At Large positions may be held on the Board at one time. This position(s) will hold no specific sport responsibility other than attending meetings and serving as a voting member of the Board. There is no requirement for attendance at previous Athletic Meetings to be an eligible candidate for this position.

#### **ARTICLE XIV – ELECTION OF OFFICERS AND NOMINATING COMMITTEE:**

- 1) **Nominating Officers** – The President shall call for volunteers from the general membership at the March meeting. The nominees shall be announced at the April general meeting.
- 2) **Voting for Officers** – The election shall be held by secret ballot at the May meeting and plurality of the ballots cast shall elect any office. Only active members of the Association may vote. Active members are defined as those individuals who have attended a minimum of two Athletic Association meetings, prior to the May meeting, between July of the previous year and April of the current year. There shall be NO ABSENTEE BALLOTS. The President shall appoint three (3) members from the general membership, not running for an office, to count the ballots and report results immediately. The President will not cast a vote for any position unless there is a tie in the number of votes cast for more than one candidate. The President will then cast a vote to break the tie.
- 3) **Term of Office** – The President of the Association shall serve a term of two years and will not serve more than one successive term. All other officers serve one-year terms and can serve in their position as long as re-elected. The term of office shall begin with the June general meeting and continue until successors are elected and installed. No member shall hold more than one office, unless necessary.
- 4) **Any unscheduled vacancy in the office of President** shall be filled by the Vice President of Athletics. A vacancy in any other elected office shall be filled by vote of the general membership at the next regularly scheduled general meeting.

#### **ARTICLE XV – MEETINGS:**

- 1) **Regular Meetings** – The regular meetings shall be held on the second Monday or Tuesday of each month at 8:00 p.m. in Athletic Room (Red School top floor), Cheviot Ohio, except when a religious or national holiday intervenes, in which case an alternate date shall be chosen from the floor at the meeting preceding.
- 2) **Special meetings** may be held at times deemed advisable by the Executive Board. No other business shall be transacted that was not mentioned in the call for such special meetings.
- 3) **A majority of the Executive Board** in attendance shall constitute a quorum for the transaction of business at any general or special meeting or the membership.
- 4) **The following order of business** shall be observed, unless suspended for the time being by a majority of members present: a) Open meeting with prayer and pledge of allegiance; b) Roll call of officers; c) Recording Secretary; d) Treasurer; e) Financial Secretary; f) Vice President report; g) Public Relations Officers; h) Old Business; i) New Business; j) Anything for the good of the association; k) Adjournment – close with a prayer.
- 5) **Roberts Rules of Order** shall govern the proceedings of all meetings.
- 6) **All members** of the Executive Board must attend all board and general meetings.
- 7) The President may call for a vote on Association matters via email. All Executive Board Members must be included in the email. Members must be given a minimum of 48 hours to respond with comment or to cast a vote. The majority of those votes cast within the 48 hour period will constitute a quorum. Record of an email vote will be recorded by the Recording Secretary and included with the next scheduled meeting's minutes.

#### **ARTICLE XVI - SPORTS COORDINATORS:**

Each St. Martin Athletic Association Sport will have a Sport Coordinator who is responsible for the coordination of that particular sport. Coordinators are appointed for the sports season for one year, as voted on by the Executive Board. Each coordinator position shall be vacated at the second regular meeting following the final regular season contest of that sport. After a one year period of service, the coordinator may along with any other candidate, be considered for another period of serving as coordinator. Eligible candidates for these positions must be in compliance with SafeParish and the approved background check and be over the age of 21 years of age. Duties of Coordinators include:

- a) Naming all head coaches for their respective sport, subject to approval by the Executive Board.
- b) Must attend all Association monthly meetings.
- c) Must attend their respective sport's league meetings.
- d) Shall hold an organizational meeting with all their respective coaches prior to the start of the season.

- e) The coordinator will hand out, review and have signed by each coach a copy of the Coaches Code of Conduct.
- f) Parents Code of Ethics will be handed out to all parents and be signed by each parent.
- g) Shall conduct public signs ups for the respective sport.
- h) Shall set practice times for each team.
- i) Shall collect the sport fee payments from each participant, record the payments and submit payments to the Executive Board.
- j) Shall submit final rosters and financial records for each team to the Financial Secretary.
- k) Shall be responsible for coordinating the purchase, distribution and collection of uniforms, equipment.
- l) Shall monitor that all teams with board approval may enter only two tournaments during the league season. The cost of approved tournaments will be covered by Association's general funds.
- m) Must know and comply with all league rules and regulations.
- n) St Martin Athletic will abide by all Church, Archdiocesan, federal, state and local laws and Archdiocesan Insurance Policies.

**ARTICLE XVII - FINANCIAL RESPONSIBILITIES:**

- 1) The Treasurer will prepare an annual budget to be approved by the St. Martin Athletic Association's board and to be submitted to the Pastor, and the St Martin Finance and Pastoral Council Commissions.
- 2) The Treasure will maintain accurate records of receipts and expenditures and will provide a Treasure's Report at the monthly Association Meeting. The St. Martin of Tours Parish Business Manager will pay all Athletic bills and make all deposits and forward the information to the Treasurer. In addition, the Pastor and Business Manager will review the Athletic Association bank account and records on a regular basis.
- 3) Sports Coordinators are responsible for collecting sports fees for their particular sport. The coordinator will record all fee collection and submit a final report to the St. Martin Athletic Association's Financial Secretary.
- 4) The Treasurer and Vice-President will ensure that Sports Coordinators submit records of sports fee collection as well as final rosters for each team. The Vice-President will maintain a record of the fee collection for each sport and will ensure that records match the amount of money submitted to the Treasurer by each Sports Coordinator.

5) Any request for money/payment from the Associations funds must be done on a *Funds Request Form* (See attachment). The Funds Request Form must be approved through signature by the Treasurer, the President, Vice President, Pastor or Business Manager.

6) Each Sport Coordinator is allowed expenditure of \$100 in emergency situations between Association monthly meetings while their sport is in season.

7) The St. Martin Athletic Association will pay all outstanding bills promptly upon receipt.

8) Improper care or abuse of uniforms and/or equipment will result in parental or guardian financial obligation.

9) **Any check** issued to St Martin of Tours Athletic Association that does not clear the bank, the Athletic Association is charged a fee by the bank. Therefore, the person owing the check will be charged an additional \$30.00 fee.

10) **The dues and per sport fees** of the association shall be reviewed by the Board for approval annually.

11) **The expectation is for each sport** is to cover its cost for each season. This can be accomplished by sports fees or fundraising.

12) Per sport fees will be evaluated yearly and adjusted as needed. The per sport fees will apply as follows:

CHEERLEADING	\$40.00 – Our Lady of Lourdes
SOCCER BOYS	\$60.00
SOCCER GIRLS	\$60.00
VOLLEYBALL GIRLS	\$60.00
BASKETBALL BOYS	\$60.00
BASKETBALL GIRLS	\$60.00
BOYS BASEBALL	\$75.00 – St. Al’s
GIRLS SOFTBALL	\$60.00
FOOTBALL	

**NOTE:** The Association does not offer Football, but we operate in partnership with Our Lady of Lourdes's Athletic Association. St. Martin athletes are eligible to play football for Our Lady of Lourdes football program and should pay the sport fee directly to Our Lady of Lourdes.

14) All revenue and funds generated by the St. Martin of Tours Athletic Association will be maintained in a checking account specific to the St. Martin of Tours Athletic Association. This account will be separate from any and all other St. Martin of Tours Parish and School funds. Deposits and with drawls from this account will be done by the St. Martin of Tours Business Manager or person designated by the St. Martin of Tours Pastor in the absence of the Business Manager.

#### **ARTICLE XVIII - SCHEDULING CRITERIA:**

**1) Sunday and Holy Days:** No scheduling of athletics activities (including games, practices, tournaments and other meetings) at parishes, schools or at Facilities, on or off-site, on Sundays and Holy Days before 1:00 p.m. (e.g., 1:00pm kickoff, tipoff, starting whistle, etc). Also, no scheduling of athletics activities on-site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies.

**2) Triduum:** No scheduling of athletics activities (including games, practices, tournaments and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

**3) Religious education and sacramental preparation:** Athletics activities (including games, practices, tournaments and other meetings) are not to be scheduled when the children involved normally would be attending religious education, sacramental preparation programs and the like. If conflicts occur, programs of religious education, sacramental preparation and the like take precedence. Coaches are expected to support the faith formation of their players, and in no case are children to be penalized (for example, being required to sit out all or part of a game) by coaches or athletics leaders for missing a practice or game due to religious education, sacramental preparation, or participation in sacraments.

4) It is the Sport Coordinators responsibility to determine practice times for their designated sport, with input from each team's head coach.

5) The Sport Coordinator will work with the Parish Office to determine available gym times for practices and league games. Sports Coordinators for non-gym activities will coordinate with leagues and/or the local/city park boards to arrange fields/facilities for games and practices.

#### **ARTICLE XIX - AMENDMENTS:**

**Proposed amendments to this Constitution/Charter Compliance** must be submitted in writing, signed by not less than five (5) members and filed with the Recording Secretary who shall read the same at the next regular meeting at which time the amendments shall be discussed and put in final form. A two-thirds affirmative vote of the members present and voting shall be necessary for the adoption of the proposed amendments. Amendments shall take effect immediately upon adoption except those relating to dues which shall take effect on July 1<sup>st</sup> following the adoption.

#### **ARTICLE XX – REVIEW OF THE CONSTITUTION/CHARTER COMPLIANCE:**

The St. Martin Athletic Association will abide by all Church, Archdiocesan, federal, state, and local laws and the Archdiocesan Insurance policies. All Association activities will be conducted in compliance with the Archdiocese of Cincinnati's Charter on Catholic Youth Athletics. The Constitution/Charter Compliance must be reviewed at least every four (4) years or any changes made by the Archdiocese on the Charter Compliance. The President shall be



responsible in forming a committee and all changes are to be reported to the general membership for approval.

## **ARTICLE XXI- TRANSPORTATION**

It is preferred that the St. Martin Athletic Association, including its board members, coordinators and coaches, not organize transportation to or from an Association sponsored event. It is the responsibility of the parents/guardians to arrange transportation for their children. In the event that it does become necessary for any St. Martin Athletic Association volunteer to provide transportation for children, the following guidelines must be strictly observed:

1. St. Martin Athletic Association volunteers and St. Martin of Tours employees must never transport one child alone. There are expected to be at least two adults in every vehicle that transports children. In exceptional situations, it may be permitted for one adult to transport children in a vehicle, provided a caravan of vehicles goes directly from point A to point B, with no stops in between;
2. When traveling in a caravan there must be a minimum of one adult in every vehicle. If a vehicle is traveling alone, there must be at least two adults in the vehicle;
3. Children must be directly transported to their destination, or make only previously planned stops (e.g. stopping for food or gas on a long trip). If an emergency stop must be made, all reasonable efforts must be made to ensure that two adults are present (e.g. calling another car in the caravan to pull over as well);
4. Children must never be transported without written permission from the child's parent or guardian;
5. 15-passenger vans are prohibited from use.
6. It is preferred to utilize buses rented from a third-party who supply the driver.
7. When St. Martin of Tours Athletic Association volunteers are providing transportation to an event, a teen may drive him or herself (and siblings) only with written permission of the parent or guardian. They may not transport other passengers.
8. The driver's insurance is the primary insurance coverage, not the Archdiocese.
9. If an event begins and ends at the site of an activity, the St. Martin of Tours volunteer does not need to organize the transportation.
10. The St. Martin of Tours Athletic Association must never organize transportation using drivers under the age of 21.

**ARTICLE XXII - A. OBLIGATION OF OFFICERS**

I do solemnly pledge my word and honor as an officer of the association that I will faithfully discharge to the best of my ability the duties of the office to which I have been elected (as stated in Article XIII of the Athletic Association Constitution).

I will Abide by and uphold the St . Martin Athletic Association Constitution.

I will attend all monthly Association meetings and understand that absences from more than two meetings in a calendar year may result in my removal. I understand it is my responsibility to notify the President prior to any meeting absences.

At the expiration of my term, I will transfer the official books and any other property of the Association to my respective successor.

If I must resign my office prior to the scheduled expiration date, then I will submit my resignation in writing to the President.

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**ARTICLE XXII - B. PARENT / PLAYER CODE OF CONDUCT**

1. I will exhibit a spirit of friendship, cooperation, good will and a high standard of sportsmanship on and off the field.
2. I will maintain a high standard of good moral character at all times.
3. I understand that it is the responsibility of the parent/guardian to notify the Head Coach if an athlete will be absent from a practice or game.
4. I understand that coaches are in charge of their teams, will determine line-ups, starting positions, substitutions and any team changes that become necessary.
5. I will show respect and courtesy to head coaches, assistant coaches, and all others associated with the team, as well as opposing teams.
6. I will not engage in argumentative behavior with referees, umpires or other game officials.
7. I will exhibit courtesy and respect for the person and property of others. I will not vandalize, steal or destroy property at any athletics venue.
8. I will not use any inappropriate, insulting, disrespectful, bullying and demeaning language or behavior before, during or after meetings, practices or games.
9. I will not engage in any use of profane, vulgar, abusive or sexually-oriented language, in oral, written or electronic forms of communication (such as texting, social media or email).
10. I will not use alcohol, tobacco, or any illegal controlled substance at practices, league competitions, or tournaments where children are present.
11. I understand that parents/guardians are responsible for supervision of athletes prior to the official start time for practices and games and immediately following the official end time of a practice or game. Athletes should not be left unsupervised at practices and games prior to or after games or practices.
12. I understand that athletes will not be considered registered to play until fees are paid and registration/consent form is completely filled out and signed by a parent/legal guardian.
13. I commit to support the coaches and officials in order to encourage a positive and enjoyable experience for all.
14. I understand that the chain of command for grievances is as follows: Head Coach, Coordinator, President of Athletics, Grievance Committee, Pastor. No deviations from this chain of authority will be tolerated.

I have read and reviewed the Code of Conduct with my child(ren).

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**PLAYER(S) NAME**

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**PARENT PRINTED NAME**

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**PARENT SIGNATURE**

## **ARTICLE XXII - C. COACHES CODE OF CONDUCT**

- 1) I will abide by and uphold the St . Martin Athletic Association Constitution.
- 2) I will represent the team with a high level of sportsmanship, integrity and respect towards team, parents, officials, and opponents at all times.
- 3) I will support and assist in the spiritual, emotional, social and physical development of all players by providing opportunities for athletic skills training, character development, and spiritual growth.
- 4) I will work with the St. Martin Athletic Association's Spiritual Liaison to ensure an environment conducive to growth in faith, character, and virtues.
- 5) I will ensure that prayer happens at every practice, team meeting and game.
- 6) I will maintain compliance with all SafeParish bulletins and all other standards of the Archdiocese Decree on Child Protection.
- 7) I will ensure that all parent volunteers associated with the team are approved by the Parish Office and have completed SafeParish and an approved background check.
- 8) I will attend annually a St. Martin Athletic Association Coaches Ministry Meeting.
- 9) I will complete the mandatory state required Concussion training. I will comply with the law as it pertains to handling athletes who exhibit symptoms of concussions.
- 10) I will be responsible for the return of all uniforms and equipment issued to my team. I understand that all uniforms and equipment must be turned in one week after the last league or tournament game.
- 11) I understand it is my responsibility to know and comply with all league rules and regulations.
- 12) I will exhibit courtesy and respect for the person and property of others. I will not vandalize, steal or destroy any property at any athletics venue.
- 13) I will not engage in loud or inappropriate, argumentative behavior with referees, umpires or other game officials.
- 14) I will treat opposing teams, their coaches and their fans with respect.
- 15) I will not use profane, vulgar, abusive or sexually-oriented language, in oral, written or electronic forms of communication (such as texting, social media or email).
- 16) I will not use alcohol, tobacco, or any illegal controlled substance at practices, league competitions, or tournaments where children are present.
- 17) I will not leave the field of play at practices and games until each athlete has been picked up by an adult or a parent/guardian has given prior consent for the athlete to walk home from the game or practice.

18) I will ensure that all St. Martin of Tours Athletic Association activities have a minimum of two Parish approved adults who have completed the SafeParish training and background check.

19) I understand that athletes may not be disciplined corporally or corrected with abusive language.

20) I understand that when thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play will not resume until 30 minutes has passed since the last thunder was heard or lightening flash was witnessed.

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PRINTED NAME

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SIGNATURE

---

DATE

**ARTICLE XXII - D. CONCUSSION POLICY**

The St. Martin Athletic Association is committed to compliance with Ohio HB 143 as it pertains to concussions.

All coaches for the St. Martin Athletic Association must complete training on concussions and the requirements of Ohio law prior to beginning to coach.

If a player exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury while participating in practice or a game, then the player must be removed from the practice or game and parents must be notified of the injury immediately.

If a player is removed from practice or competition, then the player is not permitted to return to practice or competition on that same day. Prior to returning to practice or competition, the athlete's condition must be assessed by a physician or other licensed health care provider and receive written clearance that it is safe to return to practice or competition.

**COACHES**

Signing below indicates that you have gone online to [www.healthyohioprogram.org/concussion](http://www.healthyohioprogram.org/concussion) and you have reviewed the information on concussions and you have successfully completed the training course.

\_\_\_\_\_  
Coach's Printed Name

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

**PARENTS/ GUARDIAN**

Signing below indicates that you have gone online to [www.healthyohioprogram.org/concussion](http://www.healthyohioprogram.org/concussion) and you reviewed the information on concussions.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**ARTICLE XXII - E.  
ST. MARTIN ATHLETIC ASSOCIATION  
PARTICIPATION CONTRACT**

**FEES:** The sport fee is to be paid at the time of registration.  
(Please Print)

**Parent/Guardian:**

Last Name	First Name
Address	Home Phone
Email Address	Cell Phone

**Secondary Parent/Guardian:**

Last Name	First Name
Address	Home Phone
Email Address	Cell Phone

**Child(ren) Requesting to Play:**

Name	Date of Birth
Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

Interested in being Head Coach:  Yes  No      Name if Yes: \_\_\_\_\_  
 Interested in being Head Coach:  Yes  No      Name if Yes: \_\_\_\_\_

**PARENTAL CONSENT TO PARTICIPATE & WAIVER OF LIABILITY**

I, the undersigned parent/guardian of the child(ren) set forth above, agree to allow my children to participate in any or all sports, teams, activities or events sponsored by the St. Martin Athletic Association. I acknowledge that the members, coaches, or officers are untrained and unpaid volunteers. I acknowledge that sports, team activities or events involve the risk of possible injury to my child(ren). I hereby agree to hold harmless, to release from liability and to indemnify the Archbishop of Cincinnati (and his successors), the Archdiocese of Cincinnati (and their representatives, agents and employees), St. Martin of Tours Parish and the St. Martin Athletic Association (its members, coaches, officers, coordinators or designees) of any injury or for any claim whatsoever in any or all sports. I agree to permit the display of my child's image in pictures of Athletic Association activities to be displayed on the Athletic Association's website and in other forums used to promote the Athletic Association. I agree to assume all risks of bodily injury or property damage caused by or suffered by my child(ren). I hereby certify that I am the parent or guardian of the child(ren) named above and to the best of my knowledge he/she is physically fit to play sports. I will notify coaches of any medical issues/restrictions for my child. I acknowledge that the child(ren) listed above are attending St. Martin of Tours School or are attending religion classes (PSR) on a regular basis. I hereby consent to my children participating in sports. I assume responsibility of the equipment and uniforms issued by the Athletic Association. I acknowledge that I have read this consent and understand it.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

**ARTICLE XXII - F**  
**ST. MARTIN OF TOURS ATHLETIC ASSOCIATION**  
**CHECK REQUEST**

Date Submitted: \_\_\_\_\_ Check Amount Requested: \_\_\_\_\_

Check Payable To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Check:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invoice/Receipts Attached: YES \_\_\_\_\_ NO \_\_\_\_\_

Check Number: \_\_\_\_\_

Check Date: \_\_\_\_\_

Check Issued By: \_\_\_\_\_