

St. Jude Church CYO Athletic Club

Bylaws

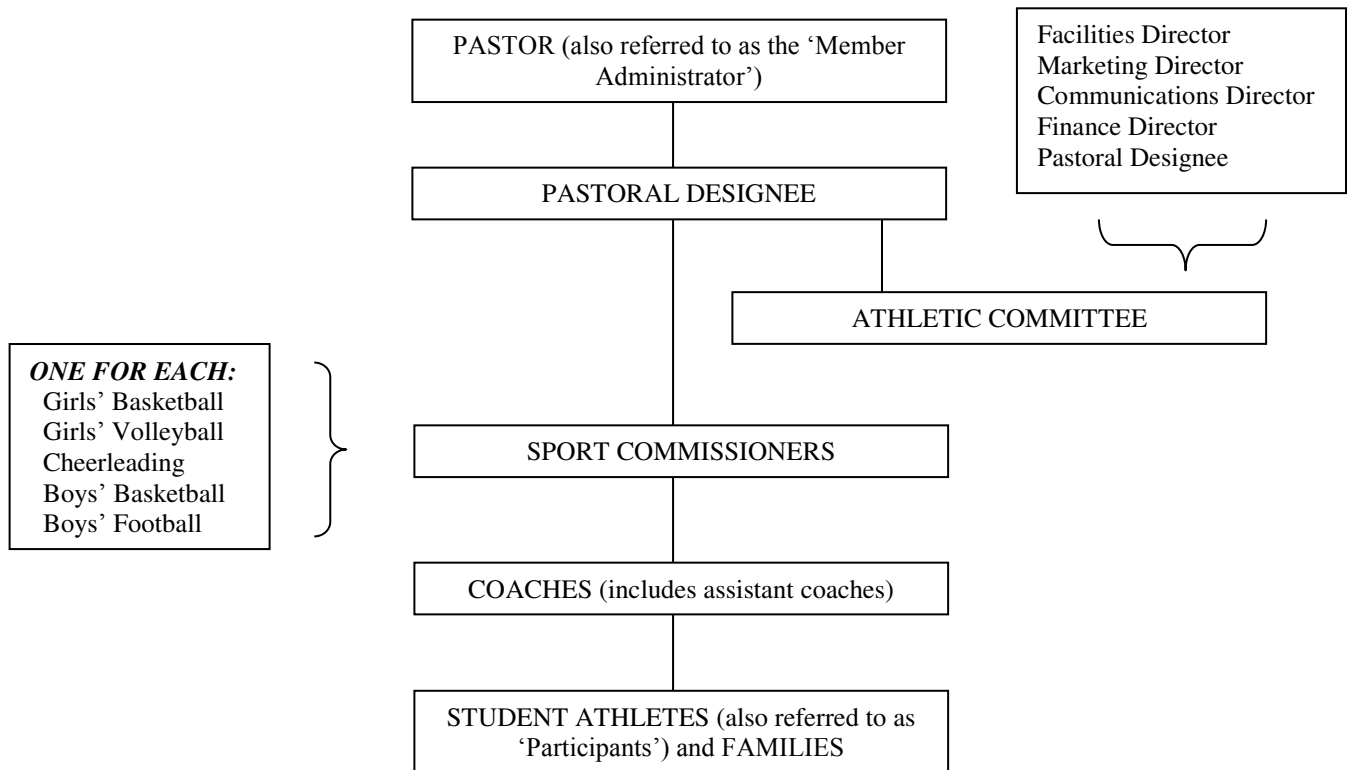
July 1st, 2015

INTRODUCTION

This document has been created to provide a framework for the organization and operation of the CYO program at St. Jude Church. It is the result of multiple conversations and consultations with diocesan CYO representatives, the pastor, school principal, parents, coaches, and parish staff members. Our program is operated in accordance with the Diocese of Cleveland CYO Charter and Bylaws. The current version of the Diocese of Cleveland CYO Charter and Bylaws can be found on the Diocese of Cleveland website: www.dioceseofcleveland.org.

PARISH ORGANIZATIONAL CHART

The following is a pictorial representation of the organization of the CYO Athletic Club at St. Jude Church.



TERMINOLOGY

In order to gain a more complete understanding of these bylaws, several terms and organizational titles are used that may be unfamiliar to the reader. They have the definitions given below. Further details regarding roles and responsibilities of those individuals noted on the organization chart are given in the relevant sections of these bylaws.

“St. Jude Church CYO Athletic Club” or just the **“Club”** means the entirety of the CYO program including the pastor, athletic committee, sports commissioners, coaches, assistant coaches, student athletes, and their parents and families.

“Pastoral Designee” is the key liaison between Pastor and the Club, the Pastor and the Athletic Committee, and between the Diocese of Cleveland CYO and the Club. Please note that this person has a dual role in that they also serve as a member of the Athletic Committee (refer to Article VI, Directors Roles and Responsibilities).

“Athletic Committee” or just the **“Committee”** refers to the group of four directors plus the Pastoral Designee who govern the affairs of the Club. (Refer to Article IV, Section 2, Composition of the Athletic Committee and Article VI, Directors’ Roles and Responsibilities). Please note that the Athletic Committee is comprised of four members who have the term Director as part of their title, and a fifth member whose title is Pastoral Designee. (The Athletic Committee is also referred to as the ‘Executive Board’, and the ‘Board’, while any of the four individual directors named in Article IV can be referred to as an ‘Athletic Director’ or ‘Athletic Committee director’.)

“Sport Commissioners” are individuals responsible for each sport as a whole and are provided for each gender where appropriate. Presently, sport commissioners (or just ‘commissioners’) exist for Football, Girls’ Basketball, Boys’ Basketball, Girls’ Volleyball, and Cheerleading. (Refer to Article VII, Sport Commissioners and Coaches.)

ARTICLE I. ORGANIZATION AND NAME

The name of this non-profit organization shall be “**St. Jude Church CYO Athletic Club**”.

ARTICLE II. OBJECTIVES AND 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. Promote and foster interest in the athletic programs for the students, grades 3-12, and for the families from St. Jude Church and School.

Section 3. Provide services and financial support to CYO-sanctioned athletic programs. In providing the financial support, the Athletic Committee will establish a budget and manage the resources toward that budget. The Committee will submit monthly reports to the Pastoral Designee, the Pastor, and conduct an annual review with the Financial Manager of the Parish.

Section 4. The Committee will aid in the maintenance and care of the athletic facilities on the campus of St. Jude Parish and School campus. The Committee 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 program must comply with all required certifications as defined in the Diocese of Cleveland CYO Charter and Bylaws. The Diocese of Cleveland CYO will oversee an evaluation of all CYO programs by parents and coaches for every sport season.

ARTICLE III. GOVERNING AUTHORITY

Section 1. As a member of the Diocese of Cleveland CYO, the bylaws provide the framework of the St. Jude Church CYO Athletic Club. 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, the St. Jude Church CYO Athletic Club is under the administration of the Pastor and the appointed Pastoral Designee.

- A. The Pastor fulfills the duties as described in the CYO Charter and Bylaws for the Diocese of Cleveland, Article 5-2-1A.
- B. The Pastoral Designee 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, the St. Jude Church CYO Athletic Club functions to assist in providing quality CYO programs. This work is accomplished through the direction of the Athletic Committee, which functions as the Executive Board of the Athletic Club.

Section 4. The Athletic Committee will report to the Pastoral Designee, the Pastor, and to the Diocese of Cleveland CYO. This CYO program is sponsored by St. Jude Church.

Section 5. The St. Jude Church CYO Athletic Club operates under the direction of the Athletic Committee, which consists of directors and the Pastoral Designee as defined in Article IV and hereinafter are referred to as the “Committee”, is governed and operated by its directors and Pastoral Designee with the final authority of the Pastor.

Section 6. The St. Jude Church CYO Athletic Club 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 Bylaw 8 of the Diocese of Cleveland Charter and Bylaws, steps will be taken to remedy the situation. In enforcing such a policy, both the Pastoral Designee and Athletic Committee will follow the guidance as set forth in Bylaw 8 of the Diocese of Cleveland Charter and Bylaws.

ARTICLE IV. ATHLETIC COMMITTEE

Section 1. Government of the Club

The affairs of the Athletic Club shall be governed by its directors and Pastoral Designee, who comprise the Athletic Committee.

Section 2. Composition of the Athletic Committee

The Athletic Committee shall consist of four directors and a Pastoral Designee with voting rights: Finance Director, Communications Director, Marketing Director, Facilities Director, and the Pastoral Designee. With the exception of the Pastoral Designee, the other four directors are nominated from within the parish community of St. Jude Church, as defined in Article V. The roles and responsibilities of all directors and the Pastoral Designee are indicated in Article VI. Inclusiveness shall be a goal in the composition of the Committee. Efforts must be made to include wide representation and involvement in the leadership of the Athletic Committee. In particular, care should be taken to consider St. Jude parishioners whose children are not enrolled at St. Jude School yet compete on our CYO teams.

Section 3. Meetings

The Athletic Committee shall hold no less than six (6) meetings during the year; the time and place determined by the Pastoral Designee. Meeting times will be published and be open to anyone to attend. Anyone wanting to add an agenda item will submit in writing their request to the Pastoral Designee for consideration at least one week prior to the meeting. Additionally, a meeting of the Club should happen at least two times a year, for parents, coaches, and commissioners 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.

Section 4. Quorum

The majority of the Athletic Committee (3 members) shall constitute a quorum for the transaction of business at any meeting. The act of a majority of the Committee shall be the act of the Committee, except where otherwise provided by these by-laws.

Section 5. Establishment of *ad-hoc* subcommittees

The Athletic Committee 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 subcommittees 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, and such sub-committees should always include members of the Club.

ARTICLE V. NOMINATION OF COMMITTEE MEMBERS

Section 1. Nomination Meeting

Nomination of directors (not the Pastoral Designee) shall be at the first meeting of the calendar year. Nominations can be made by any member of the St. Jude Church CYO Athletic Club. Nominations are made by filling out the nomination form (available on the St Jude Parish website in the Sports area) and submitting to the Pastoral Designee.

Section 2. Vetting Process

- A. Nominees are forwarded to the Vetting Committee by the Pastoral Designee
- B. The Vetting Committee will consist of three people:
 - 1. The Pastoral Designee
 - 2. One member of the Athletic Committee (picked at random by the Pastoral Designee at the time the Vetting Committee needs to meet)
 - 3. One member of the Parish Council (picked at random by the Pastoral Designee at the time the Vetting Committee needs to meet)
 - 4. A nominee cannot be a member of the Vetting Committee
- C. Criteria will be reviewed in accordance with Article V, Section 3.

- D. Accepted nominees will be forwarded to the Member Administrator to seek final approval.
- E. New directors will begin their term July 1 of the year vetted.

Section 3. Nominee Criteria

A member may be eligible for nomination if they meet the following criteria:

- A. A candidate must attend mass regularly at St. Jude Parish or have a child attending St. Jude School.
- B. A candidate must 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.

ARTICLE VI. DIRECTORS' AND PASTORAL DESIGNEE'S 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 two (2) consecutive terms per position.
- E. Directors will form as necessary the appropriate committees needed to complete their charges.

Section 2. Facilities Director (FACD)

- A. The (FACD) shall oversee the care and maintenance of the St. Jude football field.
- B. The (FACD) shall assist the staff of St. Jude School with the care and maintenance of the gym facility and concession stands.
- C. The (FACD) shall oversee the care, maintenance, testing, and procurement and reconditioning of all athletic equipment that will be used by the sponsored CYO sports programs. This includes uniforms.
- D. The (FACD) shall oversee all preparations and volunteers for all CYO sponsored events that are conducted on the campus of St. Jude School.
- E. The (FACD) will be responsible for identifying a pool of site directors and ensuring they are compliant with the Diocese of Cleveland Charter and Bylaws requirements.

Section 3. Marketing Director (MD)

- A. The (MD) will be responsible for the promotion of CYO sports and sports events including tournaments and camps to all members of the St. Jude Parish community and students of St. Jude School.

- B. The (MD) will facilitate all sports related banquets, rallies, and church functions as requested by the board or CYO.
- C. The (MD) will facilitate all fundraising events and capital projects as required for the promotion, care, and expansion of the CYO sport program.
- D. The (MD) will be responsible for coordinating CYO team Masses.
- E. The (MD) will be responsible for procuring promotional material. This does not include uniforms.

Section 4. Communication Director (CD)

- A. The (CD) shall keep the minutes and attendance for all meetings of the Athletic Committee. These minutes shall be posted to the Athletic Page of the St. Jude Church website within 10 days of the meeting and after approval of the Pastoral Designee.
- B. The (CD) shall see that all notices are duly given in accordance with the provisions of the bylaws.
- 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, subcommittees, commissioners and coaches.
- E. The (CD) will be responsible for ensuring that the current Athletic Club portion of the Parish website and electronic media are kept updated. This includes all necessary forms and deadlines for registration for all CYO sports.
- F. The (CD) will be responsible for ensuring that the VIRTUS requirements are met for all volunteers who are acting in a coaching or assistant coaching capacity. The (CD) will work closely with the local VIRTUS administrator to identify and fulfill any needed VIRTUS requirements prior to the start of the regular season for that particular sport. Once identified by the local VIRTUS administrator, the (CD) will coordinate with the individual sports commissioners to arrange for group meetings to take care of fingerprinting and policy dissemination and acknowledgement.

Section 5. Finance Director (FD)

- A. The (FD) shall have oversight and accountability of all funds and securities of the Athletic Committee.
- B. The (FD) will work with the Parish Financial Manager to implement budgeting and financial tracking tools consistent with other ministries and Diocesan directives.
- C. The (FD) will work with the other Athletic Committee members to set fees for each sport prior to the start of the season(s).
- D. The (FD) shall develop a budget annually for all sports programs. This budget will be reviewed by the Athletic Committee and approved by the Pastor.

- E. The (FD) shall make disbursements only as authorized by the Athletic Committee and in accordance with the rules set by the Parish Financial Manager.
- F. Expenses not included in the annual approved budget in excess of \$1,500.00 must be approved by a majority of the Athletic Committee.
- G. Expenses not included in the annual approved budget in excess of \$3,000.00 must be first approved by the Athletic Committee, and then forwarded to the Pastor of St. Jude for final approval.
- H. A monthly financial report shall be provided to the Athletic Club and to the Parish Financial Manager for review.
- I. If requested by the Pastor, an audit shall be conducted by the committee or whomever the Pastor appoints.

Section 6. Pastoral Designee

- A. Within the St. Jude Church CYO Athletic Club, the Pastoral Designee is the key liaison between the Club, the Pastor, the Athletic Committee, 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 Bylaws for the Cleveland Diocese CYO, Article 5-2-1B, the Pastoral Designee will:
 - 1. Not be a head coach of any of the St. Jude teams.
 - 2. Receive from the Athletic Committee recommendations for the particular commissioners needed to carry out the work of the Club. The Pastoral Designee will then select sport commissioners from those recommended, or from others which he/she wishes to select. Once a commissioner is chosen, the Pastor offers the final confirmation of these individuals.
 - 3. Work with each sport commissioner to provide the appropriate paperwork and timeline to meet the requirements of the Diocese of Cleveland CYO Registration Process.
 - 4. 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 CYO Athletic Board and the Pastor of St. Jude Parish.
- D. The Pastoral Designee is responsible for determining and implementing 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 and the Pastor is 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 Pastor.

Section 7. Transition Period for newly appointed directors

- A. The fiscal year runs from July 1 to June 30 for the Athletic Committee. 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 Facilities Directors may be recommended for removal from office by the Athletic Committee for just-cause whenever, in its judgment, the best interests of the St. Jude Church CYO Athletic Club would be served. Three Athletic Committee directors must vote (3/4) to recommend the removal of an Athletic Committee member.
- B. When three Athletic Committee 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 the Pastor for final consideration.
- C. The Pastor 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 St. Jude Church CYO Athletic Club 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 cannot

- 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 can nominate coaches. Those nominees must fill out an application which is submitted to the Pastoral Designee or Sport Commissioner. (refer to section 2B, Coaches in this document) All applications will be reviewed and 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. Each Sport Commissioner will work with their respective coaches to schedule practices in such a manner that minimizes the overlap and conflict with PSR training on Monday evenings, should they have PSR students participating in their sport. In all cases, PSR classes shall take precedence, and no student will be allowed to skip or leave PSR class early to attend CYO practice. Likewise, no student who is late for CYO practice due to attending PSR classes shall be disciplined or found in violation of any CYO rule or bylaw.
 - G. A Sport Commissioner can be removed by Pastoral Designee, or the Pastor, if it is determined that the Sport Commissioner is not supporting the goals and objectives of the CYO Philosophy, the Parish, or the school.
 - H. Commissioners must conform to all requirements and responsibilities as laid out within the Charter and Bylaws for the Diocese of Cleveland CYO.
 - I. Removal from Position of Responsibility:
 - 1. A Sports Commissioner may be recommended for removal from office by the Athletic Committee for just-cause whenever, in its judgment, the best interests of the St. Jude Church CYO Athletic Club would be served. At least three Athletic Committee directors must vote to recommend the removal of a Sports Commissioner.
 - 2. When at least three Athletic Committee 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 the Pastor for final consideration.
 - 3. The Pastor will review the recommendation for removal and make the final decision.
 - 4. The Pastor reserves the right to remove any individual, appointed or not, whenever in his judgment the best interests of the St. Jude Church CYO Athletic Club would be served.

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. Coaches will be selected using an open application process. The form is located on the St. Jude Parish website in the Sports section and will be submitted to the Pastoral Designee or Sport Commissioner. All nominees shall be reviewed by the Pastoral Designee. Anyone can submit an application to be a coach.
- C. In order to be selected as a coach in the St. Jude Church CYO Athletic Club, 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.
- D. It is permissible for Athletic Committee Directors can be head coaches.
- E. Once approved by the Pastoral Designee, 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 coaches’ 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 girl's 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 boys' 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.
- F. Removal from Position of Responsibility:
1. A coach may be recommended for removal from office by the Athletic Committee for just-cause whenever, in its judgment, the best interests of the St. Jude Church CYO Athletic Club would be served. At least three Athletic Committee directors must vote to recommend the removal of a coach.
 2. When at least three Athletic Committee 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 the Pastor for final consideration.
 3. The Pastor will review the recommendation for removal and make the final decision.
 4. The Pastor reserves the right to remove any individual, appointed or not, whenever in his judgment the best interests of the St. Jude Church CYO Athletic Club would be served.

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 St. Jude Church CYO Athletic Club.

Section 2. Anyone has the right to file a grievance against a director. All grievances must be communicated in written form. The grievance form to be utilized is located on the sports web page of the Church website. 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 by the person filing the

- grievance using the written grievance form as the basis for discussion.
- B. If there is not a successful resolution to this matter, the grievance shall be presented to the Athletic Committee, 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 CYO Athletics in the St. Jude Church CYO Athletic Club.

Section 2. Anyone has the right to file a grievance against a coach, assistant coach, or a commissioner. All grievances must be communicated in written form. The grievance form to be utilized is located on the sports web page of the Church website. 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 by the person filing the grievance using the written grievance form as the basis for discussion.
- 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 will 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 Pastor 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 CLUB/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 St. Jude Church CYO Athletic Club.

Section 2. Anyone has the right to file a grievance against a member of the club or parent. 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 director of the Athletic Committee for guidance. The director should review the grievance with the Athletic Committee, 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 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 XI. GRIEVANCE PROCESS - OUTSIDE PARISH

Section 1. Anyone has the right 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 Pastor shall be held primarily responsible and serves as the ultimate authority for all matters pertaining to CYO Athletics in the St. Jude Church CYO Athletic Club.

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 Athletic Committee. At that meeting, the Pastoral Designee will participate in an advisory capacity. The Athletic Committee 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 take that into consideration when 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 Athletic Committee's recommendation, said grievance shall be forwarded to the Pastor for further consideration.

Section 6. The Pastor shall review all recommendations and determine whether the formal grievance shall be forwarded to the CYO Administration.

ARTICLE XII. STUDENT ELIGIBILITY

Section 1. Eligible students include any student in the appropriate grade levels for sports that are currently being offered by the Athletic Club. The student must be either a member of St. Jude Parish or enrolled as a student of St. Jude School.

Section 2. In addition to the above, all eligibility of players is subject to the rules, regulations, and directives set out in the Diocese of Cleveland CYO Charter and Bylaws, Bylaw 4.

Section 3. St. Jude Church CYO Athletic Club will accept students from other parishes if the following conditions are met:

- A. The student meets CYO rules for eligibility and has the 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.

ARTICLE XIII. AMENDMENTS

Section 1. These bylaws, or any part thereof, may be amended at any meeting of the Athletic Club provided said proposed amendments are submitted in writing to the Athletic Committee. The Athletic Committee will review the proposed amendment, and if it is not in violation of the Diocese of Cleveland CYO Charter and Bylaws, will post it on the Athletic page of the St. Jude Church website for a period of 60 days for comment.

Section 2. After 60 days of comments and review, the Athletic Committee will take up the proposed amendment for discussion and vote. Passage of the amendment will require a 3/5th majority. Final passage requires approval from the Pastor.

Section 3. An amendment defeated may not be brought up for reconsideration for at least one year after the amendment's defeat.

Bylaws reviewed by CYO Administration and recommended for approval by St. Jude CYO Athletic Committee. As such, the St. Jude Church CYO Athletic Club Bylaws are approved by:

Pastor

Date: _____