

CHRIST THE KING ATHLETIC COMMISSION BY-LAWS

Christ the King School Mission Statement:

Christ the King Catholic School is dedicated to increased spiritual growth and academic success supported by strong family and parish involvement.

Christ the King School Motto:

Where Everybody is Somebody and all Live For God

Christ the King School goals:

To teach the Catholic Faith
To build a harmonious community
To serve the community in a Christian manner
To prepare our students for the 21st century

ARTICLE I -- CHRIST THE KING ATHLETIC COMMISSION

Section 1: Name

The name of this organization shall be the Christ the King Athletic Commission, hereafter referred to as the CKAC.

Section 2: Purpose

The CKAC shall uphold high ideals for the athletic programs of Christ the King School. Christ the King sports should have the following purposes: to develop teamwork; to improve skills; to provide physical exercise; to develop good sportsmanship; to develop leadership; to build self-worth; to enhance organized play; to encourage a sense of belonging to a group who share a common goal; to channel the competitive spirit; and to promote fun! CKAC policies and practices shall be applicable to all athletic teams recruited and organized through Christ the King School, subject in all cases to the approval of the Christ the King School Advisory Council.

Section 3: Membership

Members of the CKAC shall consist of the Athletic Director, the various Sports Coordinators (basketball, soccer, baseball, volleyball, and track), Gym Coordinator, Concession Coordinator, Secretary, Treasurer, Uniform Coordinator, and Parish Member-at-Large outside of the school community. The Principal shall serve in an ex-officio capacity.

Section 4: Chairman

The Chairman of the CKAC shall be the current Athletic Director.

Section 5: Meetings

The CKAC shall meet monthly August thru May of each school year, and on an as needed basis. The rules of parliamentary procedure as contained in Roberts Rules of Order shall govern the meeting.

Section 6: Voting Process

The voting process within the CKAC shall be: one (1) vote per member, majority rules, with a two-thirds quorum present (exception made for removal from office). Members may vote by absentee ballot in writing or through the Internet by e-mail.

Section 7: Amending the By-Laws

The recommendation to amend the By-Laws may be made by a vote of the CKAC members. Amendment recommendations must be presented to the CKAC members thirty (30) days prior to voting on such. Any amendment must be given final approval by the Christ the King School Advisory Council.

Section 8: Selection Process of Members

The CKAC will recruit member volunteers through school publications and personal contacts. Nominees will then be voted on by the CKAC under normal voting procedures.

Section 9: Term Limits

There shall be no specified term limits on CKAC members. A reasonable notice should be given to the commission upon resignation so a replacement may be found.

Section 10: Removal

A CKAC member (other than the Athletic Director and/or Principal) may be removed by a two-thirds vote of the total number of commission members.

Section 11: Responsibilities

The CKAC shall have the following responsibilities:

1. To attend Catholic Grade School Athletic Association (“CGSAA”) meetings (i.e., the Athletic Director along with the appropriate Sports Coordinator).
2. To administer to uniform and supply needs.
3. To determine play and tournament scheduling.
4. To provide appropriate updates by coordinators.
5. To make athletic policy recommendations to the Christ the King School Advisory Council.
6. To serve as an integral part of the grievance process.

Section 12: Duties of Members

1. The Treasurer shall develop a budget with commission members and submit timely reports to the Christ the King School Advisory Council. The Treasurer, in conjunction with the Parish Financial Officer, will receive all monies, pay all expenses, and keep transaction records.
2. The Secretary shall record the meeting minutes. A record of these minutes will be kept by the Athletic Director. Copies of these minutes will be submitted to the Christ the King School Advisory Council.
3. The various Sports Coordinators (basketball, soccer, baseball, volleyball and track) shall oversee coach selection; grievances; coaches’ meetings; parents’ meetings; appropriate supply needs; and assist in uniform needs and distribution. The

appropriate Sports Coordinator shall attend all CGSAA meetings, with the Athletic Director to serve as voting representative for Christ the King School. The Sports Coordinators shall present rules, fees, and regulations to CKAC for approval.

4. The Gym Coordinator will assume or assign responsibility for setting up the gym prior to, and cleaning up after, any athletic activity. Gym scheduling for practices, games, and tournaments will be developed with the CKAC. The gym master schedule will be kept on the school computer by the school secretary. The Gym Coordinator shall assist with the concession stand duties.
5. The Concession Coordinator is responsible to assume or assign the duties of the concession stand, which includes supplies, volunteers and coordination of monies with the CKAC Treasurer.
6. The Uniform Coordinator will assume or assign the distribution of team uniforms – soccer (k thru 8th), volleyball (5th thru 8th), basketball (4th thru 8th) and track (1st thru 8th). He/she shall be responsible for the collection of uniform deposits and for refund upon return of uniform. The Uniform Coordinator shall keep a master list of all uniforms and present uniform replacement needs to CKAC for approval.

CKAC will adhere to the CGSAA Constitution and By-Laws as well as follow all Rules and Regulations of the CGSAA while competing in CGSAA sponsored events.

ARTICLE II – ATHLETIC DIRECTOR OF CKAC

Section 1: Selection Process

The CKAC will recruit possible candidates through school publications and personal contacts. The Nominee will be appointed by the Principal and approved by the Parish Priest and the Christ the King School Advisory Council, before final vote by the CKAC at the meeting in May.

Section 2: Term Limits

There shall be a one (1) year term of the Athletic Director. There is no limit to the number of terms a person can serve. A reasonable notice should be given upon resignation so a replacement may be found.

Section 3: Removal

An Athletic Director may be removed by the Christ the King School Advisory Council independently or by recommendation of the CKAC, with a two-thirds vote of the total number of commission members.

Section 4: Responsibilities

The Athletic Director shall have the following responsibilities:

1. To communicate and coordinate all meetings of the CKAC.
2. To preside over these meetings and keep records of the budgets and minutes and to submit these reports to the Christ the King School Advisory Council.
3. To oversee all responsibilities listed above under CKAC.
4. To attend CGSAA meetings and act as voting representative for Christ the King School.
5. To nominate an alternate CGSAA representative, subject to approval of the Principal.

The Athletic Director may also serve as the “Treasurer”.

ARTICLE III – COACHES

Coaches participating in athletics at Christ the King School should conduct themselves first and foremost as Christian people. They are to be models of good sportsmanship and Christian behavior. They should respect players and care for them, a coach should not use abusive language or put-downs that affect a child's self-esteem.

Section 1: Selection Process

Any adult wishing to coach may be solicited from the entire community. This will allow for active participation and stewardship opportunities from our school and church patrons. If more than one person is interested in coaching a team, the Sports Coordinator will call a parents' meeting, the parents will convene, discuss, and vote by written ballot (majority rules). This procedure also applies to long-term "standing" coaches. The Sports Coordinator and Athletic Director will tally votes and contact the appropriate coaches. If mutually agreed upon by all parties, assistant coaches may be named.

CKAC does not recommend "paid" or "fee for service" coaches. If a team, however, is unable to locate a volunteer coach, a "paid" coach is allowed with 100% parental agreement. Payment arrangements are between the "paid" coach and parents. In the event a vote is required to decide between a "paid" and "volunteer" coach, selection will be as per Article III, Section 1, paragraph 1, with the exception: if the majority votes for a "paid" coach, the majority will subsidize the minority. The Sports Coordinator and Athletic Director will ensure vote privacy.

Section 2: Responsibilities

Coaches should: be positive; conduct and organize practices; build self-worth in players; stress self-improvement; stress participation over winning; be supportive of all children; treat all fairly and with respect; confer with the Gym Coordinator on practice times; be punctual with given timelines; communicate with parents; distribute practice and game schedules; properly supervise players; know first aid; pray before each sporting event; and hold parents' meetings prior to season.

It is the responsibility of the coaches to follow all the Rules and Regulations of the CGSAA, the Archdiocese of Oklahoma City, and

Christ the King School. Coaches will be asked to sign the attached Coaches Code of Ethics Pledge, and complete the Archdiocesan Safe Environment Training program (which includes completing the Archdiocesan Volunteer Application, an approved background check and attending a Safe Environment Seminar).

A coach is expected to be at the practice facility before any student arrives and must make sure that all children have left before leaving the practice area themselves. A coach may designate another parent who has completed the Archdiocesan Safe Environment Training program to take on these responsibilities, if mutually agreed upon.

Coaches for each basketball and volleyball team will be assigned one or more weekends in the season during which they shall assume responsibility (or appoint a contact person who will assume responsibility) for the scheduling of volunteers for the concession stand and for overseeing the adjacent lobby area. The coach or appointed contact person will forward a completed schedule of volunteers to the Concession Coordinator by the Thursday prior to games.

Section 3: Removal

A coach is subject to removal during the school year for just cause, in accordance with the voting procedure of CKAC (see Article I, Section 6). A coach may appeal his/her removal thru the grievance procedure (see Article VI, Section 1).

ARTICLE IV – PARENTS AND FANS

Parents and fans are expected to conduct themselves as Christian people. This includes showing respect for players, coaches, officials and other fans on their side as well as the opposing side. They should refrain from abusive language and only voice their disagreement with official's judgment calls in an appropriate manner. They should be positive and encouraging, be supportive of the players and coaches, get their children to practices and games on time, pick up their children on time, and cheer in a positive manner.

ARTICLE V – STUDENTS

Students participating in athletics at Christ the King School should conduct themselves first and foremost as Christian people. They should have respect for others, especially other team members and coaches. They are to control their anger, not use abusive language, or physically try to harm anyone. At the same time, they are striving to compete to the best of their physical ability. Their primary goal is to improve with each practice or game.

ARTICLE VI – MISCELLANEOUS

Section 1: Grievance Procedure

The first step in solving any athletic problem is to discuss it with the coach. If this process is unsuccessful, the second step would be to contact the appropriate Sports Coordinator. If this discussion is unsuccessful, the grievance may be taken to the Athletic Director. If a resolution has still not been reached, a written grievance may be submitted to the CKAC. The complainant may then take the issue to the Christ the King School Advisory Council, where the Parish Pastor, Principal, and other board members will give a final ruling.

Written grievances should state the nature of the problem, the team and coach, the date the problem was discussed with the coach, the date the problem was discussed with the Sports Coordinator, the date the problem was discussed with the Athletic Director, the incident(s) and date of the incident(s), the names of witness, if any, the desired outcome, the name and signature of the grievant.

Section 2: Eligibility

In the sports that are conducted under the auspices of the CGSAA, only students enrolled at Christ the King School or other CGSAA member schools can participate. Outside children may be brought onto Christ the King teams only as needed and only after all children at Christ the King School have been contacted personally by the coach or Sports Coordinator.

A student's behavior and academic performance is used to determine eligibility. If a student receives a grade average below "C" in all subjects or a failing grade in any subject, the parents will be notified. The teacher will inform the Principal and provide the grade

documentation for verification. In turn the Principal will mail the parent a letter of notification. Parents are encouraged to examine what factors, at home, may be contributing to the problem, what consequences would be most meaningful and some possible solutions. Parents are encouraged to request a conference with school personnel.

Section 3: Participation and Equal Play

Christ the King school teams operate under an equal time participation policy for students in grades K thru 6th. Equal time is granted to those athletes who fulfill their responsibilities to the team (i.e. practice attendance). The “equal time” rule is not in effect during tournament play. The 7th and 8th grade students do not have an equal play guideline, but should receive adequate playing time as stated in the CGSAA Constitution and By-Laws. Team responsibilities shall include the parental staffing of the concession stand.

Section 4: Team Formation

If the number of players for a given sport exceeds reasonable guidelines which will affect optimum conditions for a team, team division may be necessary. The Sports Coordinator and Athletic Director will assist the coaches and parents in team division. All team divisions must be divided in accordance with the Christ the King School Advisory Council. There are to be **NO “A” AND “B”** team divisions. All teams must be divided fairly and equally with no discernible performance discrepancies.

Divided teams will not play against each other in the CGSAA league. Divided teams will not play against each other in tournaments, but will share Championships, Consolation, or Third Place. The only exception: Divided teams may compete for advancement in the CGSAA City/State Tournament, but will share Championship, Consolation, or Third Place.

Section 5: Practice and Game Guidelines

Practices, games and tournaments should not be scheduled on holy days, during Holy Week, or at regular Mass times. Practice sessions shall be no longer than ninety minutes on any given day. Practice sessions, scrimmage games, or league games during the school week

(Monday-Thursday) shall be limited to two (2) per week for grades K – 2nd, three (3) per week for grades 3rd thru 6th, and four (4) per week for grades 7th and 8th.

Section 6: Physicals

All students must have a current physical form on file in the school office or a signed parental waiver to participate in interscholastic sports at Christ the King School.

Section 7: Coaches Code of Ethics Pledge

See attached Coaches Code of Ethics Pledge.

Section 8: Policy Regarding the Abuse of Minors

All volunteers, including coaches, must complete the Archdiocesan Safe Environment Training program (which includes completing the Archdiocesan Volunteer Application, an approved background check and attending a Safe Environment Seminar), read the Coaches Code of Ethics Pledge and sign the statement of receipt.

Section 9: Gym Use

The priority for use of the gym will be Christ the King parish and school needs first, followed by athletic programs. CKAC will use the following guidelines to determine gym use for athletic needs:

August 1st until the end of CGSAA volleyball season (approximately November 1st) – Christ the King volleyball teams grades 5th thru 8th.

End of CGSAA Volleyball season (approximately November 1st) until the end of CGSAA State Basketball Tournament (approximately March 1st) – Christ the King basketball teams grades 4th thru 8th entered in CGSAA league.

Gym Coordinator, appropriate Sports Coordinator and Athletic Director will oversee the equitable distribution of gym time. Practice time draft will allow the 8th grade first pick, and descend by grade to

the 4th grade. Boys and girls will alternate each year for draft in order by grade.

Gym use for grades K thru 3rd teams organized through Christ the King School (team majority must consist of Christ the King players) is allowed only after all 4th through 8th grade teams are assigned appropriate gym time. Gym use for grades K thru 3rd is limited to practice sessions only.

Section 10: Batting Cage

Batting Cage use will follow the practice time draft guidelines as stated in Article VI, Section 9 or as directed by the Baseball Coordinator.

Section 11: Player Awards

Individual awards are allowed with 100% parent and coach agreement. Award distribution will be equitable for all players.

COACHES CODE OF ETHICS PLEDGE

I will place the emotional and physical well being of my players ahead of any personal desire to win.

I will remember to treat each player as an individual, remembering the large spread of emotional and physical development of the same age group.

I will do my very best to provide a safe playing situation for my players.

I promise to review and practice the necessary first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead, by example, in demonstrating fair play and sportsmanship to all my players.

I will insure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.

I will use those coaching techniques appropriate for each of the skills that I teach.

I will remember that I am a youth coach, and that the game is for children and not adults.

Sport and Grade:

Date:

Coach's Name:

(Please print)

(Signature)