



OUR
LADY
of
SORROWS

Sports
Committee
Handbook

CONSTITUTION

ARTICLE I

1:01 NAME

1:01:01 The governing body of Our Lady of Sorrows Athletic Program shall be known as the Our Lady of Sorrows Sports Committee (herein called "OLSSC").

1:02 JURISDICTION

1:02:01 OLSSC will be responsible for overseeing all Our Lady of Sorrows Parish sporting activities herein called the "Program".

1:03 MISSION

1:03:01 The mission of the Our Lady of Sorrows Parish Athletic Program is to provide a fun, instructive and positive sporting environment where members of the Our Lady of Sorrows community can learn sportsmanship and the fundamentals of a sport(s) along with other life skills that are consistent with the teachings of the Roman Catholic Church. The Community shall include members of Parish, students in Our Lady of Sorrows School and their parents /guardians.

1:03:02 One of the main tenets of the Program is to support and reinforce the spiritual formation of each participant according to Roman Catholic faith principles. This entails what it means to be a member and a spiritual ambassador of the Our Lady of Sorrows Roman Catholic community which includes following and promoting certain faith based responsibilities such as weekly Mass attendance, frequent participation in the sacraments, performing meaningful prayer on a consistent basis and respect for all forms of life.

1:03:03 The Program aims to give as many parishioners and school students the opportunity to both learn and participate in a variety of sporting experiences. OLSSC shall offer, regardless of, gender, race, ethnic background, national origin, and/or ability, a Program for the entire Our Lady of Sorrows Community.

1:03:04 No one shall be excluded from participating on any team due to the inability to pay the required fees.

1:03:05 An integral part of this entire experience will involve age appropriate competition. For beginners, the Program's major emphasis will be to expose participants to a sport's rules while developing skills during significant event participation. As participants become more skilled, the athletic experience will still pay particular attention to skill development, but increased emphasis will be paid to real game strategies and tactics. For advanced participants, while everyone will experience comparable practice time, a player's effort and ability to execute various sport skills will increasingly determine game playing time.

1:04 COLORS

1:04:01 The representative colors of this Program shall be royal blue and white.

1:07 AFFILIATION

1:07:01 This Program shall be an affiliated member of, and when participating in CYO programs shall comply with the authority of, the Mercer County Catholic Youth Organization (CYO) of the Diocese of Trenton.

1:08 OLSSC MEMBER MAJOR RESPONSIBILITIES

1:08:01 Develop and maintain a program that promotes for as many Parish and School participants as reasonably possible, a variety of age appropriate sporting experiences that provide a fun, self-esteem building environment where sport(s) fundamentals, sportsmanship and other life skills are taught and reinforced which are consistent with the teachings of the Our Lady of Sorrows Catholic Community.

1:08:02 Perform the necessary oversight of all OLSSC activities and sponsored Programs.

1:08:03 Make a concerted effort to attend and participate in all OLSSC meetings.

1:08:04 Actively volunteer for various OLSSC activities.

1:08:05 Become knowledgeable of and follow all appropriate Diocese, Parish and OLSSC rules, policies, guidelines and regulations to the best of their ability.

1:08:06 Maintain appropriate communication channels with other OLSSC members, various league constituencies, coaches, parents and players.

1:09:01 COACHES REQUIREMENTS

All Coaches are expected to:

1. Make a commitment to attend most practices and games during the season.
2. Ensure that all athletes are constantly under adult supervision during practices and games--this includes water and restroom breaks. The Head Coach will make the appropriate arrangements for coach and adult volunteer supervision when he/she cannot be present. This includes arriving before practice starts and not leaving before all children are properly picked-up. At no time is there to be less than one OLS Sports Committee-approved coach and one non-coaching supervising adult volunteer at each team function. No practices or games can be held unless there is an OLS Sports Committee-approved coach present.
3. Ensure that all coaches and athletes are aware of and follow all team, and league rules and guidelines.
4. Ensure that only OLS Sports Committee authorized roster players participate in team functions.
5. Exhibit, promote and teach a high level of sportsmanship and respect for all team members consistent with the beliefs and teachings of the OLS Catholic community during each team event.
6. Will not tolerate and appropriately address any unsportsman like conduct on the part of coaches, volunteers, players or spectators.
7. Actively be involved with each team member. Accommodating requests for help is encouraged in order to maximize the learning experience.
8. Maintain a good and clear communication flow with all players, parents, assistant coaches, volunteers and the OLS Sports Committee.
9. Follow to the best of their ability all league, game, team, and OLS rules, policies and procedures.
10. Conduct a parent's meeting at the beginning of each season that will include discussions of league schedules, team roster, practice schedule and methods of communication. Ensure the proper care and management of all issued equipment and uniforms. Return all of the same by designed due dates at the end of each season.
11. Appropriately and professionally handle any differences with referees and judges.
12. Attend 80% of the OLS Sport Committee meetings. In the event they can not be present, a representative from their team or program should be sent to the meeting.
13. Be aware that verbal or physical harassment of any volunteer or player by a coach, player, or volunteer is grounds for immediate suspension and appropriate review and action by OLS Sports Committee.

14. Ensure that all athletes are properly attired so as not to be a hazard to oneself or another player.
15. Make sure that all equipment is used only for its intended purpose and is used properly.
16. Only schedule practices and games at an OLS -approved facility (an insurance requirement), which provides a safe venue for all participants.
17. Take the necessary steps to ensure the care of all game and practice facilities. Coaches will handle and timely report any deficiencies/problems to the OLS Executive Board.
18. When an accident occurs, the coach must properly attend to the athlete and document all significant injuries (deep wounds, asthma attacks, broken bones, sprains, bloody noses, significant blows to any part of the body, etc.--when in doubt, document) according to the CYO Safety/Emergency Guidelines.
19. To ensure the safety of all program participants, if at any time during the season, whether during involvement in a OLS sport or not, a child experiences a significant change in their physical health such as broken bones, loss of consciousness, seizures, unusual or labored breathing patterns, consistent, debilitating pains, concussions, deep wounds, excessive bleeding, noticeable physical fatigue, etc., and/or any other conditions which necessitates medical attention, OLS will require written notification from the child's parent/guardian before he can resume athletic participation. **NO CHILD WILL BE ALLOWED TO RESUME ATHLETIC PARTICIPATION OF ANY KIND WITHOUT SUCH WRITTEN CLEARANCE FROM A DOCTOR PRIOR TO RESUMPTION OF ANY OLS ACTIVITIES.**
20. Promote age-appropriate competition and game instruction.
21. Not make any unauthorized expenditures or commitments (tournament commitments, etc.) involving the team or on behalf of the OLS Sports Committee.
22. Always have a First Aid Kit in their possession at all times.
23. Review and always have in their possession during practices and games a Sports Participation Health History form for each athlete.
24. Always be aware of the nearest working phone or will have a working cell phone at each practice and game.
25. Never put any coach, volunteer or child in harms way.
26. Keep the OLS Sports Committee informed of any unusual and significant individual athlete or team situations.
27. Not participate in any unapproved OLS Sports Committee events or allow unauthorized use of facilities. The Head Coach must discuss any off-site activities with the OLS Executive Board at least 48 hours before the start of the desired event.
28. Report team results to the proper authorities (Commutation Officer, newspapers, etc.) on a consistent and timely basis.

1:10 OLSSC MEMBERSHIP

1:10:01 OLSSC Executive Board shall consist Chairperson, Treasurer, Vice Chairperson, Recording Secretary and Communication Officer and with the Pastor of OLS Parish shall be the sole governing body of the Program.

1:10:02 OLSSC Executive Board shall be selected at the May General Meeting.

1:10:03 The term of office of OLSSC Executive Board members shall be two years.

1:10:04 OLS members are eligible to hold any one office at one time

1:11 OLSSC QUALIFICATIONS

1:11:01 All OLSSC members must be members in good standing within the OLS Parish or have children of good standing within OLS School.

1:11:02 Voting members are officers on the executive board, coaches and select finite few (to be determined by the Executive Board).

1:12 OLSSC MEMBER MAJOR RESPONSIBILITIES

1:12:01 Develop and maintain a program that promotes for as many Parish and School participants as reasonably possible, a variety of age appropriate sporting experiences that provide a fun, self-esteem building environment where sport(s) fundamentals, sportsmanship and other life skills are taught and reinforced which are consistent with the teachings of the OLS Roman Catholic Community.

1:12:02 Perform the necessary oversight of all OLSSC activities and sponsored Programs.

1:12:03 Make a concerted effort to attend and participate in all OLSSC meetings.

1:12:04 Actively volunteer for various OLSSC activities.

1:12:05 Become knowledgeable of and follow all appropriate Diocese, Parish and OLSSC rules, policies, guidelines and regulations to the best of their ability.

1:12:06 Maintain appropriate communication channels with other OLSSC members, various league constituencies, coaches, parents and players.

1:13 SELECTION OF OLSSC Executive Board Members

1:13:01 The OLSSC will publicize the anticipated OLSSC openings to the OLS Community 30 days or more prior to the elections where possible.

1:13:02 The deadline for all candidate applications will be no later than 7 days prior to the elections.

1:13:03 The Nominating Committee will review all applications and by majority vote select a slate of candidates.

1:14 OLSSC VACANCIES

1:14:01 In case of vacancies occurring on OLSSC, such vacancies for the remaining term of such former OLSSC member may be filled by a candidate recommended by the Nominating Committee and approved by majority vote of the remaining OLSSC members. Vacancies should be filled reasonably promptly but not later than the next General Meeting.

1:14:02 A OLSSC member who is absent from two successive meetings without prior notification or is failing to meet his/her responsibilities may, at the discretion of the Chairperson and approved by a majority of OLSSC at a meeting, be removed from OLSSC. A membership vacated by such removal shall be filled through appointment by the Nominating Committee in consultation with and approved by the Pastor and approved by a majority of OLSSC. An OLSSC member may appeal to the OLSSC Executive Committee and may remain in his/her position with a simple majority vote of the OLSSC.

1:14:03 All OLSSC members will be required to pass both State of New Jersey and Federal FBI fingerprint background checks if available to be performed.

1:15 OLSSC OFFICERS

1:15:01 Chairperson - The Chairperson shall:

1. Be responsible for ensuring that all parish ministry duties and responsibilities as they relate to the Program are performed.
2. Perform all duties as are customarily entrusted to and performed by the Chairperson
3. Be responsible for the day-to-day operation of the Program and shall coordinate the activity of OLSSC
4. Preside at all meetings of OLSSC.
5. Have the power to call special meetings upon due notice.
6. Oversee the organization of all player try-outs.
 - a. Coordinate and present to the Executive Committee and OLSSC the recommended coaches and team volunteer selections.
 - b. Recommend league participation for the various teams to the Executive Committee.
 - c. Be responsible for securing the required permits and insurance coverage for all playing facilities.
 - d. Approve and sign all correspondence and publications prepared by or for OLSSC before issuance.
 - e. Be or designate the OLSSC representative at CYO functions.
 - f. Be Chairperson of the Executive Committee.
 - g. Be responsible for performing, documenting and maintaining Coaches/Team Volunteer background and Rutgers S.A.F.E.T.Y. Clinic requirements and records. Will report any negative Coaches/Team Volunteer background check results immediately to the Pastor for immediate, appropriate action.

1:15:02 Vice Chairperson – the Vice Chairperson shall:

1. In the absence of the Chairperson, or in cases where the Chairperson is unable to act, be vested with the powers of the Chairperson.
2. Shall preside at meetings of OLSSC in the absence of the Chairperson.

1:15:03 Secretary-The Secretary shall:

1. Provide and keep a OLSSC member roster.
2. Keep an accurate record of all proceedings at each OLSSC and General meetings.
3. Handle correspondence, give notice of meetings, serve notices and maintain OLSSC files.
4. Shall maintain a file of all recorded Accident Reports and CYO forms

1:15:04 Treasurer - The Treasurer shall:

- 1) Oversee OLSSC financial accounts.
- 2) Keep full and accurate records of all revenue receipts and disbursements that OLSSC is responsible for under OLSSC name in conjunction with the Parish Accountant.
- 3) Pay all expenditures by OLSSC check bearing two approved signatures. Keep an accurate record of financial proceedings at each OLSSC General meeting.
- 4) Produce all financial records properly balanced according to Parish policy and procedures, when required by OLSSC or the Pastor.
- 5) Prepare monthly reports of the financial status of OLSSC and submit to the Executive Committee for review.
- 6) In the event the Treasurer becomes unavailable for fifteen (15) consecutive calendar days, the Chairperson may assume the role of the Treasurer for a period not to exceed one month. A majority vote of the Executive Committee that stipulates a definite timeframe is necessary for the Chairperson to continue to assume the duties of the Treasurer if the period required is longer than 30 calendar days.

1:15:05 Communication Director - The Communication Director shall:

1. Be Chairperson of the annual registration process and will coordinate with the Parish and School any communication or public relations and advertising needs.
2. See that the necessary team registration information is developed and disseminated through all appropriate channels.
3. Be in charge of collecting and keeping an accurate record of all registered players and teams and comply with all OLS and league registration procedures.
4. Maintain permanent files of all registration documentations.

1:17 SUCCESSION OF OFFICERS

1:17:01 Officers may be re-elected to hold the same or different office.

1:17:02 A person may hold only one office at a time.

1:18 COMPENSATION

1:18:01 There shall be no compensation paid to any OLSSC Executive Officer.

1:19 GENERAL MEETING

1:19:01 Held the second Wednesday of the month

1:19:02 Each OLSSC member shall be entitled to one (1) vote. Voting by proxy shall not be allowed and only those OLSSC members of record shall be entitled to voting privileges. Under no circumstances shall an individual have more than one (1) vote.

1:20 CHANGES

1:20:01 Amendments to this Constitution and By-Laws of OLSSC shall be made only at the meetings.

1:20:02 Proposed changes with arguments are to be presented in writing to OLSSC at least three (3) days prior to the meeting by the Chairperson.

1:20:03 An amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the entire OLSSC voting members.

1:21 MEETINGS

1:21:01 OLSSC will meet at a time and location selected by the Executive Committee at least nine times each calendar year. Non-OLSSC members may address the OLSSC at the discretion of the Chairperson.

1:21:02 Meetings of OLSSC shall be held at a place designated by the Chairperson by written notice given to OLSSC.

1:21:03 The Agenda for regular meetings shall be as follows:

1. Call to Order
2. Opening Prayer
3. Roll Call/Verification of Quorum for Meeting
4. Agenda Approval
5. Acceptance of Minutes
6. Correspondence
7. OLSSC Officer Reports
8. Standing Committee Reports
9. Unfinished Business
10. New Business
11. Adjournment

1:21:04 All OLSSC decisions are subject to the final approval of the Pastor who shall notify the Chairperson within 14 days after receipt of written notice of such OLSSC decision(s), of his veto and the reasons for it.

1:22 SPECIAL MEETINGS

1:22:01 A special meeting of OLSSC, when called in the manner prescribed in the By-Laws of OLSSC, shall be held at the time and place stated in the call.

1:22:02 A special meeting of OLSSC may be called at any time by the Chairperson, or in case of the absence of the Chairperson, by either the Pastor, or any Executive Board members.

1:22:03 Each call for a special meeting of OLSSC shall state the date, time, place and purpose(s) of such meeting and shall be in writing, signed by the person(s) making the call and delivered to the Chairperson and all OLSSC members and shall be delivered no less than five (5), nor more than 30 days, before the date of the meeting, either personally, by mail or e-mail.

1:22:04 No business shall be transacted at the special meeting other than such as included in the purpose stated in the call.

1:22:05 Special OLSSC meetings for the purpose of the removal of Officers and election of their replacements may only be called by 2/3 or more of the entire OLSSC.

1:23 NOTICE OF MEETINGS

1:23:01 Notice of regular OLSSC meetings shall be written or printed stating the date, time and location of the meeting, the purpose(s) for which the meeting is called, and shall be delivered no less than five (5), nor more than 30 days, before the date of the meeting, either personally or by mail.

1:23:02 Regular and special OLSSC meeting notices can also be sent via e-mail and shall be deemed to be delivered three business days after the "send" command is executed and an e-mail confirmation is received from the intended recipient.

1:24 VOTING

1:24:01 At each meeting of OLSSC, each member shall be entitled to vote in person.

1:24:02 All voting shall be by voice or show of hands, at the option of the Chairperson of the meeting, unless a vote by ballot is requested by a simple majority of the members present.

1:24:03 Each team is entitled to one vote (in cases where a team has multiple coaches only one vote can be cast).

1:24:04 Quorum consists of 2/3 of the voting membership.

1:25 OLSSC OPERATING RESPONSIBILITIES AND AUTHORITY

1:25:01 OLSSC shall be responsible for and have sole authority for the following:

1. Enforcing and interpreting the Constitution, By-Laws, General Procedures, Rules and Guidelines of OLSSC and/or the CYO.
2. Shall, from time to time, make temporary rules or regulations for specific cases or occasions not provided for in the By-Laws, General Procedures, Guidelines or Specific Rules, but which are deemed necessary by OLSSC to carry out the mission of OLSSC or to comply with the rules, guidelines and regulations of the Parish, CYO and/or Diocese of Trenton.
3. Approving procedures and guidelines in the formation of registered teams that provide opportunities for desired levels of play.
4. Sport team registration fees shall be determined by the Executive Committee, approved by a majority vote of OLSSC and announced in all appropriate registration materials.
5. Organizing, administrating and ensuring the proper open sign-ups for players, coaches, team volunteers and team registration each year.
6. Approving the appointment of coaches and team volunteers.
7. Insuring proper accounting of fiscal transactions and accurate reporting to OLSSC, the Pastor and the Parish Finance Committee.
8. Establish team tournament play guidelines that will be implemented by the Chairperson.
9. Responsible for publishing in the Parish bulletin, School newsletter, and Parish web site any registration dates, policy changes, board openings, coach/team volunteer opportunities, and fund raiser notifications.
10. To organize and collect funds from fundraiser(s).

11. Securing needed facilities for team practices and games.
12. Establishing a common set of administrative rules.
13. Approving uniforms that are to be used by OLSSC sanctioned teams during team events.
14. For developing and implementing a Code of Conduct for players, coaches and spectators.
15. Such other activities or responsibilities that logically fall under OLSSC jurisdiction and require appropriate, timely action.

1:26 REMOVAL OF COACHES/TEAM VOLUNTEERS

1:26:01 OLSSC is responsible for governing those persons associated with its operations.

1:26:02 OLSSC may remove any Coach/Team Volunteer who has broken and/or has failed to comply with OLSSC, League, Parish, CYO, or Diocesan rules. Though the following is not an exhaustive list, a Coach/Team Volunteer may also be removed for these reasons:

1. OLSSC is petitioned by at least fifty percent (50%) of a team's parents (one vote per family), which would require an investigation by the Executive Board. If the parents are sustained in their petition to remove the Coach/Team Volunteer, the Executive Board presents the findings for a vote by the OLSSC members.
2. The Coach/Team Volunteer verbally abuses and/or threatens the players on a regular basis.
3. The Coach/Team Volunteer has not demonstrated good coaching skills.
4. The Coach/Team Volunteer is unable to adequately handle his/her coaching responsibilities.
5. Falsification of records.
6. Such other activities or responsibilities that logically fall under OLSSC jurisdiction and require appropriate, timely action.

1:26:03 A plea of ignorance of the General Procedures, Guidelines and Specific Rules of OLSSC Parish, CYO and Diocese of Trenton are not a sufficient defense to removal and violators may expect appropriate action by OLSSC. Coaches will receive a copy of the OLSSC Handbook each year at the Coaches Meeting.

1:26:04 Any person found to have violated the General Procedures, Guidelines and/or Specific Rules of OLSSC Parish, CYO and Diocese of Trenton, may be asked to appear before OLSSC in order to explain his/her actions.

1:26:05 Removal of a Coach/Team Volunteer requires whichever is greater of the following two situations:

- a. An affirmative vote of at least 60% of those present at a OLSSC meeting where a quorum is present or
- b. If the Coach/Team volunteer to be removed is also a member of OLSSC, that person may not vote in the matter and is not counted for determining a quorum.

1:27 FINANCIAL RESPONSIBILITY

1:27:01 OLSSC, its members and Our Lady Of Sorrows Parish and School shall not assume, nor be liable for, the debts and/or financial responsibilities, either implied or incurred, by any OLSSC Member, Player, Coach, or Team Volunteer. Only the Chairperson may sign any contract after consultation with and approval of OLSSC and the Pastor.

1:28 LIABILITY PROTECTION

1:28:01 All OLSSC members, coaches and team volunteers shall be covered against personal liability claims by the Diocese of Trenton for performing acts and duties directly related to the work of OLSSC.

1:29 RULES OF ORDER

1:29:01 The rules contained in Robert's Rules of Order shall be relied upon by OLSSC.

Article II

GUIDELINES

2:01 GUIDELINES FOR YOUTH SPORTS

2:01:01 Intramural Teams –

The major emphasis at this level is to introduce the game to prospective players. Basic game definitions, rules and skills will be taught in a non-competitive and encouraging environment. Maximum participation by all will be encouraged.

2:01:02 Instructional League Play

The Instructional League level continues the emphasis on learning a game's rules and skills. Basic game strategy and tactics will be introduced along with exposure to real game situations via instructional league play. All players will be given approximately the same amount of practice and game exposure regardless of ability.

2:01:03 Junior Varsity Teams-Grades 6 and under

Considered a transition experience, athletes will move from learning to an increasingly competitive environment. At this stage more emphasis will be placed on mastering the team game while continuing to improve one's individual skills. Everyone will have equal practice time. Every effort will be made to provide a reasonable amount of playing time.

2:01:04 Varsity Teams-Grades 8 and under

Team play at this level is very competitive and based on ability. The intention of this environment is to prepare the athletes for scholastic high school sports competition. Individual position skills will be practiced along with increased time spent on real game situations and strategies. Amount and type of playing time will be determined by an athlete's effort and ability to play the game at both strategy and skill levels. Even though a strong effort will be made to provide everyone with some game time, there is no guarantee.

Adopted: Sept 1, 2004

