**CONSTITUTION OF THE VISITATION ATHLETIC CLUB**

**Article I** **NAME**

This Organization will be known as **Visitation Athletic Club**

**Article II PURPOSE**

**Section I**

The primary purpose for the establishment of Our Lady of the Visitation Church is the Glory of God and the salvation of souls. All activities should be directed to that goal. To be true to its purpose all parish organizations must, in their activities, keep that goal in mind. Any activity involving conduct which is foreign to this goal has no place in our parish.

**Section II**

To assure good communication between players, coaches, and parents we feel it is important to outline the principles and objectives of our sports program.

**Section III**

The overall objective of our athletic program is to compliment the Christian principles and disciplines taught in the classroom through organized activities where the participants can release their physical and mental energies. The development of positive values will be stressed which include participating within the rules and spirit of the activity.

**Section IV**

Some major points we will try to teach and develop in all participants are:

1. The fundamentals of each sport which they play
2. Teamwork
3. Sportsmanship and fair play
4. Importance of physical conditioning
5. Communication
6. Importance of a positive attitude
7. Self- confidence
8. Respect for opponent, officials and coaches
9. Determination
10. The importance of prayer and faith in every phase of our lives.

**Section V**

It is the goal of Visitation Athletic Club to accept as many participants as possible in as many different sports as possible within the limitations of available facilities, coaches, and finances. The opportunity for both competitive and combination teams will be provided. The competitive leagues will have varying degrees of competition.

**Article III MEMBERSHIP**

Membership shall be open to all individuals and families who are registered members of Our Lady of Visitation Parish and to parents of all children who are attending Our Lady of Visitation School. Exceptions to the above must be approved by the Board of Governers.

**Article IV OFFICERS AND COMMITTEES**

**Section 1 Pastor/Moderator**

The Pastor or his representative shall be the moderator of the Visitation Athletic Club

**Section II Board of Governors**

The Board of Governors shall consist of seven elected persons. To provide continuity, three governors shall be elected in even numbered years and four Governors shall be elected in odd numbered years.

**Section III Officers of the Board**

The officers of the board shall be elected annually by a vote of the newly elect Board of Governors and shall consist of a President, Vice President, Treasurer, and Secretary.

**Section IV Standing Committee Chairmen**

The standing committee chairmen shall be the commissioners of each sport and the director of field maintenance.

**Article V MEETINGS**

**Section I**

Regular meetings will be held at the discretion of the Board. A minimum of six general Visitation Athletic Club meetings must be held each year.

**Section II**

Special meetings may be called by the President with unanimous approval by the Board of Governors.

**Section III**

Meeting will be run under The Roberts Rules of Order.

**Article VI AMENDMENTS**

**Section I**

A proposed amendment to the constitution or By-Laws may be presented by any member. The presentation must be in writing to the President of the Board of Governors.

**Section II**

A proposed amendment must be read at the meeting immediately preceding the meeting at which it will be voted upon. Members must be notifies in some manner at least two weeks in advance of the meeting at which the amendment will be voted upon.

**Section III**

Amendments must be approved by two-thirds of the total membership in attendance at the meeting. Four members of the Board of Governors must be present. At the order of the Board of Governors, this voting may take place by email if deemed necessary.

**BY LAWS OF THE VISITATION ATHLETIC CLUB**

**Article I DUTIES OF THE OFFICERS**

**Section I**

The VAC officers will consist of a President, Vice President, Treasurer, and Secretary

**Section II President**

The term of the President is to be determined by the Board of Governors

Responsibilities of the President include:

1. To plan and coordinate through the Governors and VAC members all activities of the Visitation Athletic Club
2. To conduct general VAC meetings
3. To insure that the Visitation Athletic Club’s overall goals and objectives are met.

**Section III Vice President**

Same responsibilities as the president in lieu of his absence

**Section IV Treasurer**

Responsibilities of the Treasurer include:

1. Depositing and disbursing all funds
2. Maintain proper books and records and render a monthly report to the President
3. Present a report at all general member meetings
4. Ensure that a proper receipt accompanies all request for money
5. Prepare a budget of income and disbursements for each year working with the commissioners, Board of Governors, and past treasurer if need be.

**Section V Secretary**

Responsibilities of the Secretary include:

1. Record the minutes of each meeting and read the minutes at the following meeting for VAC approval
2. Handle administrative correspondence for VAC as directed by the President or required by other officers.
3. Maintain the permanent records of VAC

**Section VI Vacancies**

Vacancies in all offices shall be filled by appointment by the Board of Governors until the next general election.

**Article II QUORUM**

**Section I**

The quorum necessary to transact business at a regular meeting shall be four members of the Board of Governors.

**Article III DUTIES OF THE BOARD OF GOVERNORS AND COMMISSIONERS**

**Section I**

The Pastor, the Board of Governors, and the commissioners shall carry out the purpose of the club and coordinate their activities with existing Parish programs.

**Section II Sports Commissioners**

The commissioners of each sport will be appointed by the Board of Governors and are responsible for the coordination of all team activities in his or her sport which include the following:

1. Select qualified coaches who are subject to approval by the Board of Governors.
2. Insure all coaches have the proper training per the standards of the Archdiocese. All coaches must be VIRTUS trained and complete a background check though the Archdiocese.
3. Send a complete list of coaches to the parish prior to the start of the season so they can ensure that all the coaches are in compliance
4. Assure all coaches perform in a manner consistent with the objectives of the Visitation Athletic Club
5. Arrange clinics for coaches as required
6. Coordinate the scheduling of practice facilities with commissioners of other sports, which happen to be in season concurrently.
7. Schedule and coordinate signups so that coaching requirements can be filled
8. Participation in sports at Our Lady of Visitation will be limited to registered members of the parish or children attending Our Lady of Visitation School
9. Signups are to be conducted online at the VAC website
10. Signups will be announced by email, the school newsletter and the church bulletin
11. Signups will last from 2-6 weeks at the discretion of the commissioner
12. Fees will be paid at time of signup
13. After the signup period has finished children will not be placed on a team unless spots are available as determined by the commissioner of that sport and approved by the Board of Governors.
14. New Parishioners will be an exception to this rule
15. No uniforms will be received until all fees are paid
16. Coordinate the distribution and collection of uniforms and equipment
17. Submit budget requirements, including items such as entry fees, equipment purchases, officiating expenses, etc. to the Board of Governors. Competitive bids are to be received on all equipment and uniform purchases. A purchase order must be obtained from the Treasurer for all purchases exceeding $100.00
18. All requested expenditures by commissioners must be submitted in writing and approved by the Board of Governors
19. Attend all league meeting in order to protect the interest of the athletic club
20. Provide meaningful reports to VAC by attending the general VAC meetings
21. Recommend/ Implement new procedures which will be beneficial to the continuous improvement of the Visitation Athletic Club

**Section III Field Maintenance Commissioner**

1. The Board of Governors will appoint the Commissioner of Field Maintenance
2. The Commissioner of Field Maintenance will be charged with the upkeep and maintenance of all fields and equipment
3. The Commissioner of Field Maintenance will provide the Treasurer with a proposed budget for the coming year.
4. The Commissioner of Field Maintenance will follow the General Instructions for field maintenance

**Section IV Nominations**

Nominations for board seats will be accepted by the current Board of Governors and approved by Vote of the members of the Visitation Athletic Club on a yearly basis. New Board members will be elected at the August meeting of VAC. The nominations will consist of a minimum of one person for each Board of Governor position that is open in that given year. Each year current Board of Governors will accept new candidates. The Board will complete its selection of candidates by July so the members of VAC can be notified of the nominees by email and on the website prior to the election in August. Election of new board members will be conducted at the August meeting. New board members will be introduced at the September meeting.

**Section V Special Committees**

Special committees may be created and members appointed by the Board of Governors. The committees will report directly to the board. The duties of these special committees will be outlined at the time of their creation.

**Article IV AMENDMENTS**

These by-laws may be amended in accordance with the specification set forth in Article IV of the Constitution. Situations not specifically addressed by the Constitution or By-Laws will be governed by the Board of Governors.

**Article V PARLIAMENTARY AUTHORITY**

**Section I**

The governing rules of order of the Visitation Athletic Club, when not in conflict with the constitution and these by-laws, shall be Robert Rules of Order, revised.

**Section II**

The order of Business for meeting shall be as follows:

1. Meeting called to Order
2. Opening Prayer
3. Approval of previous meeting minutes
4. Presidential Report
5. Report of Treasurer
6. Standing Commissioner Reports
7. Special Committee Reports
8. Old Business
9. New Business
10. Closing Prayer
11. Adjournment

**Article VI COACHES GUIDELINES**

1. All coaches must have the proper prerequisite training and background checks as outlined by the Archdiocese of Cincinnati
2. All coaches must abide by the rules of the Archdiocese of Cincinnati Child Protective Decree
3. Perform in a manner consistent with the goals and policies of VAC
4. Teach the athletes utilizing good Catholic principles
5. Outcomes of athletic contest should never become so important that a coach would condone anything that may prove physically harmful to any athlete.
6. Primary consideration at all times is the welfare of the child athletes
7. There is a necessity for discipline in order to guarantee some form of order. Children should be told what they can or cannot do and the likely consequences of their actions. At no time should there be a need for any physical discipline.
8. Foul language will not be tolerated at any level or any event
9. A certain portion of practice should be dedicated to basic fundamentals and this will vary with different age groups, sports, and levels of competition.
10. Practice sessions should involve all members of the team, not just those who are the regulars or starters in a sport.
11. VAC encourages playing time for all athletes. VAC supports the Playing Time participation rules established by the respective leagues in which teams participate.
12. Favoritism should never be shown to any child
13. Coaches are responsible for facilities used during practices. It is the coaches responsibility to keep the facilities neat and clean and ensure all equipment is put away and facility is secure at the end of practice. The coach is also responsible for preparation of the facility prior to any practice or game.
14. All coaches are encourage to attend the general VAC meetings
15. Distributing equipment and uniforms at the beginning of the season and ensuring that equipment and uniforms are turned in at the end of the season.
16. Notify the commissioner of any athlete who does not turn in their uniform or equipment.
17. Inform the commissioner of any equipment or uniform needs during the season.

**Article VII VAC GUEIDLEINES**

**Section I Sign-ups and Fees**

1. Sign-ups will be completed online through the VAC website
2. Signups will be announced by email, the school newsletter and the church bulletin
3. The Visitation Athletic Club will charge a yearly fee of $50.00 per family. This is subject to change by a vote of the Board of Governors
4. All children involved in athletics through VAC must pay the VAC fee. The exception is the high school leagues.
5. Specific sport fees will be determined by the commissioners with the approval of the Board of Governors and will be based on budget projections

**Section II Uniforms**

1. VAC will supply uniforms for all teams playing at Visitation
2. VAC will strive to keep all uniforms up to date and in good condition.
3. All uniforms should be distributed prior to the season and turned in at the end of the season.
4. Uniforms should only be used for Visitation teams in Visitation leagues. Uniforms should not be used for club teams outside of Visitation
5. VAC sports team uniforms are limited only to those approved by and owned by VAC. No additions to uniforms are to be used by individual teams regardless of who pays for them without the consent of the Board of Governors.

**Section III Coaching Eligibility**

1. All coaches must have completed the requirements set forth by the Archdiocese of Cincinnati Decree on Child Protection.
2. Up to date VIRTUS training
3. Completed background check with appropriate fingerprinting
4. Review of the Archdiocese Decree on Child Protection
5. Abide by the rules of the Decree on Child Protection regarding practice and games
6. At least 2 adults (>19 years old) who have been VIRTUS trained and have cleared their background check must be present at each facility during the entire time for practices or games. These 2 adults cannot be closely related.
7. At least one Adult present must be the same gender as the team that is playing or practicing

**Section IV Teams**

1. No games or practices are to be held for any sports 30 minutes prior to regular Mass times through 30 minutes after Mass times. No games or practices are to be held at any time during Holy Days of Obligation, including Holy Thursday through Easter Sunday.
2. VAC will pay the participation fee for each sport team and for one tournament per team per season.
3. Teams may enter in other tournaments at their own expense.
4. VAC encourages ample playing time for all athletes.
5. VAC supports the Playing Time participation rules established by the respective leagues in which our teams participate. (Each league and sport has their own requirements)
6. Athlete’s first priority for sports practices/games should be to the current active VAC sports season. This sport should take priority to practice for a future VAC sports or an existing or upcoming Non-VAC sports team. Athletes disregarding this policy after one warning may forfeit their guaranteed playing time afforded by the respective league’s participation rules
7. Commissioners / Coaches should try to coordinate try-out times with respect to any currently active sports season to minimize conflict with existing sports practices and games and to maximize participation in try-outs for VAC athletes.
8. All complaints about coaches, players, discipline issues and other problem resolutions are to first be directed to and handled by the commissioner of the respective sport. If the commissioner is not successful or is unable to rectify the situation it will then be the responsibility of The Board of Governors to intervene.

**Section V**

It is the stance of VAC that from time to time certain members of the Visitation Athletic Club should be acknowledged and rewarded for their service to the Visitation Athletic Club. By recommendation of the Board of Governors and vote by the general members, the board may award a gift of not more than $100.00 to a member of VAC for their time and commitment. Any member who is a current board member is not eligible for this award.

**Article VIII SEASONS**

**Section I Sanctioned Sports**

1. Baseball (boys)
2. Season runs March – July
3. Athletes still participating in basketball are exempt from practice unless given permission by the basketball coach.
4. Boys Basketball
5. Season runs from November – March
6. Athletes still participating in football or soccer are exempt from practice unless given permission by their respective coaches
7. Soccer (Boys and Girls)
8. Season runs August – November
9. Sign-ups and teams are conducted in accordance with SAY rules
10. Football
11. Season runs from August – November
12. Softball (Girls)
13. Season runs May – July
14. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach
15. Volleyball (Girls)
16. Season runs November – January
17. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach
18. Basketball (Girls)
19. Season runs from February – April
20. Volleyball (Boys)
21. Season runs from February – April
22. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach
23. Track (Boys and Girls)
24. Begins March 15 through June
25. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach
26. Lacrosse (Boys and Girls)
27. Season runs March-June
28. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach
29. Golf (Boys)
30. Season runs August – October
31. Golf (Girls)

**Section II**

1. The above sports are the only sports sanctioned by VAC. Use of the fields or gym space is to be limited to those sports unless prior permission is granted by the Board of Governors or the Parish office.
2. Sanctioned sports may be added or deleted by a recommendation of the Board of Governors and a vote of the general membership of VAC

**Article IX PARENTAL EXPLANATIONS AND INFORMATION**

**Section I**

The overall objective of our athletic program is to complement the Christian principles and disciplines taught in the classroom and at home through organized activities where the participants can release their physical and mental energies. The pursuit of excellence and the development of positive values will be stressed, including the importance of trying to win within the rules and spirit of the activity.

**Section II**

Major points we strive to teach and develop in all participants are:

1. Fundamentals of each sport
2. Teamwork
3. Sportsmanship and Fair play
4. Importance of physical conditioning
5. Discipline
6. Communication
7. Importance of a positive attitude
8. Self-confidence
9. Respect for opponents, official, and coaches
10. Determination
11. Importance of religion and prayer in every phase of our lives

**Section III**

1. It is the goal of VAC to except as many participants as possible in all sports within the limitations of available coaches, facilities, and finances.
2. To allow for maximum participation, VAC has various leagues (intramural, combo) in addition to the competitive leagues. The competitive leagues have varying degrees of competition, depending upon the sport and age group.
3. Intramural/Combo programs are of an instructional nature. They are competitive, but not to the level of the competitive leagues. Every participant plays a meaningful amount of time in every game regardless of the score. The participants will acquire the basic fundamentals of the sport while involved in the program
4. The competitive programs emphasize fundamentals; however the level of competition becomes a more important element. Coaches are encouraged to give ample playing time to all members of the team. Mandatory playing time is dictated by league rules. It is required that all athletes have meaningful participation in practice sessions and all athletes must be taught the fundamentals and encouraged to become a better athlete.
5. Coaches have the authority at both the combo and competitive levels to limit playing time or suspend a team member who does not follow team rules or presents a disciplinary problem which is deemed detrimental to the individual or team. The coach must notify the commissioner of the league immediately upon taking this action.

**Section IV School**

1. Education is the number one priority of all our student athletes
2. If a participant is having difficulties with grades or is disciplined in school, the school Principal will inform the Board of Governors and appropriate action will be taken

**Section V Complaints**

Parental complaints concerning any VAC program should follow the following procedures:

1. Present your complaint to the team coach so he may take corrective action
2. If satisfaction is not received from the team coach or if the problem is with the team coach the concern should be taken to the commissioner of that sport.
3. If a satisfactory outcome cannot be accomplished, the concern should then be directed to the appropriate member of the Board of Governors. The board of Governors will discuss the concern and ask for Parish guidance to help solve the problem.
4. If satisfaction cannot be reached at the board level the complaint can be directed to the pastor or Parish council.
5. The Pastor has the final decisions on all concerns or complaints.

By honoring these procedures, most concerns can be handled appropriately without having the Pastor involved giving him more time for his primary duties

**Section VI Parental Support**

One of the keys to maximizing your child’s growth and development is your personal support. Ways you can provide support are:

1. Give encouragement to your child. Praising them for doing their best is most important regardless of their skill level.
2. Regular attendance at games and some practices can be a great motivator and lets your child know that you care what they are doing.
3. Allow the coach to teach your child by giving direction and constructive criticism.
4. Do not embarrass your child by yelling at him at games or practices
5. Volunteer to assist the program whenever possible. Helpers are always needed and appreciated. Be willing to step forward and say “I will help”. Time is very valuable to everyone but we must make time for our children.
6. Your financial support of the program is greatly appreciated. Your continued support of fund raising events enable VAC to continue to provide top facilities, equipment, uniforms and opportunities for our athletes.

**Article X OUR LADY OF VISITATION ALCOHOL BEVERAGE POLICY**

Our Lady of Visitation parish encourages the responsible use and consumption of alcoholic beverages at parish functions.

1. The consumption of alcohol is **not allowed** on athletic fields while scheduled games and practices for Church youth under 21 years of age are underway.
2. No alcohol may be sold on the Church premises during an event scheduled **exclusively** for Church youth under 21 years of age.
3. Alcohol can be sold at sanctioned adult Church events only when all required State permits are secured and State regulations enforced.
4. If alcohol is made available during social Church functions of 3 hours duration or longer, a scheduled event termination must be established and alcohol cannot be serve during the final 30 minutes.

**Considerations**

1. Organizers of events should be mindful of the responsible consumption of alcohol at their event.
2. Organizers are asked to consider reasonable measures that may be appropriate for their specific event such as: hiring professional bartenders, having non-alcoholic beverages available, having a taxi service available, etc.
3. If a problem arises with alcohol consumption at a specific event, the event organizer or commissioner of that sport should be contacted.

**APPENDIX**

ARCHIDOCESE OF CINCINNATI DECREE ON CHILD PROTECTION

<Http://www.catholiccincinnati.org/protect-children/2013_AoC_Decree_on_Child_Protection_w_cover_english.pdf>

VIRTUS – website

[www.virtus.org](http://www.virtus.org)

BACKROUND CHECK / FINGERPRINTING

<http://www.catholiccincinnati.org/ministries-offices/safe-environment-for-children-and-youth/background-check-fingerprinting/>