

CONSTITUTION OF THE VISITATION ATHLETIC CLUB

Revised September 2023

Article I NAME

This Organization will be known as **Visitation Athletic Club ("VAC")**.

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 towards 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 Governors.

Article IV OFFICERS AND COMMITTEES

Section 1 Pastor

The Pastor or his representative(s) shall be the liaison for the Parish to the Visitation Athletic Club; the parish representative(s) need not be present at VAC meetings and events.

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 by a vote of the newly elected 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.

Article V MEETINGS

Section I

Regular meetings will be held at the discretion of the Board. A minimum of five general Visitation Athletic Club meetings, which are open to the public, must be held each calendar year.

Section II

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

Section III

Meetings 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 notified 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 ensure that the Visitation Athletic Club's overall goals and objectives are met.

Section III Vice President

Shall have the same responsibilities as the President in his or her 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.
4. Ensure that a proper receipt accompanies all requests 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 to the Board by the President and must be voted on and approved by simple majority vote of the Board of Governors. Board members filling vacancies shall serve only until the end of the term of office for which they were appointed. Following the completion of their term they may run for a seat in the general election if they wish to do so.

If a vacancy is created by lack of candidates for open Board positions, the President may nominate candidates to fill the role according to the rules above.

For example, in the event of mid-term resignation of a member of the Board, any Member may nominate a candidate for appointment to the Board by the President. Once nominated for appointment by the President the board must vote to approve the candidate by simple majority vote.

In the event an Officer of the Board resigns during the course of their term the Board shall hold elections no more than one month after the date of the resignation to replace the Officer. Every effort should be made to fill the general vacancy of the Board prior to the 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 VAC 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. Ensure all coaches have the proper training per the standards of the Archdiocese. All coaches must comply with all rules and requirements of the Parish and the Archdiocese of Cincinnati.
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.
 - a. Participation in sports at Our Lady of Visitation will be limited to registered, active members of the Parish, children attending Our Lady of Visitation School, or in collaboration with other Parishes at the sole discretion of the Pastor or his representative(s).
 - b. Signups are to be conducted online at the VAC website.
 - c. Signups may be announced by email, the school newsletter, and social media. Signups will last from 2-6 weeks at the discretion of the commissioner.
 - d. Fees will be paid at time of signup.

- e. 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.
 - f. Every effort will be made to accommodate new Parishioners.
 - g. No uniforms will be received until all fees are paid.
 - h. Coordinate the distribution and collection of uniforms and equipment, when necessary.
- 8. Submit budget requirements, including items such as entry fees, equipment purchases, officiating expenses, etc. to the Board of Governors. Competitive bids are to be requested on all equipment and uniform purchases. For any purchase exceeding \$5,000 dollars an invitation for competitive bids shall be discussed at not less than one general meeting of the Board and published in the meeting minutes.
 - 9. All requested expenditures by commissioners which exceed \$500 must be submitted in writing and approved by the Treasurer.
 - 10. Attend all league meetings in order to protect the interest of the athletic club.
 - 11. Recommend and implement new procedures which will be beneficial to the continuous improvement of the Visitation Athletic Club.
 - 12. Commissioners shall attend general meetings of the Board or else submit a report to their Board representative on the status of their sport.

Section III Field Maintenance Commissioner

- 1. The Board of Governors shall 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 work with the Treasurer and Commissioners to develop a proposed budget for the coming year.

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 first general meeting of the Board after the resumption of the school year. This schedule may be modified at the direction of the Pastor or his representative(s). 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, members of VAC will be notified of openings on the Board by notice posted on our website, and social media prior to the election. The Board will begin sourcing candidates no later than the last general Board meeting before classes adjourn in the summer.

New board members will be introduced at the subsequent meeting and by updating www.VACSports.com.

Nomination Prerequisites:

- Must be an active parishioner.
- Cannot hold an existing position on standing committee(s) (i.e., commissioner, field maintenance).

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 Archdiocese of Cincinnati Rules and Regulations including the Child Protective Degree.
3. All coaches must comply by the specific rules and regulations of the leagues in which they participate, for example concussion protocols, and Lindsay's Law.
4. All coaches shall maintain a sense of decorum and respect when dealing with league officials.
5. All coaches shall perform in a manner consistent with the goals and policies of VAC.
6. All coaches shall teach the athletes utilizing good Catholic principles.
7. The outcomes of athletic contest should never become so important that a coach would condone anything that may prove physically harmful to any athlete.
8. All coaches shall exhibit primary consideration at all times is the welfare of the child athletes.
9. 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. Corporal punishment is strictly prohibited.
10. Foul language will not be tolerated at any level or any event.
11. A certain portion of practice should be dedicated to basic fundamentals, and this will vary with different age groups, sports, and levels of competition.
12. Practice sessions should involve all members of the team, not just those who are the regulars or starters in a sport.
13. VAC encourages playing time for all athletes. VAC supports the playing time participation rules established by the respective leagues in which teams participate.
14. Favoritism should never be shown to any child.
15. Coaches are responsible for facilities used during practices. It is the coach's 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.
16. All coaches are encouraged to attend the general VAC meetings.

17. All coaches shall distribute equipment and uniforms at the beginning of the season and ensure that equipment and uniforms are turned in at the end of the season.
18. Notify the commissioner of any athlete who does not turn in their uniform or equipment.
19. Inform the commissioner of any equipment or uniform needs during the season.

Article VII VAC MEMBER GUIDELINES

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 social media.
3. The Visitation Athletic Club will charge a yearly fee of \$65.00 per family per calendar year. 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 to this fee 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.
6. The Visitation Athletic Club is a volunteer driven organization, as such a non-volunteer fee may be charged at the sole discretion of the Commissioner or the Board of Governors. A fee may be set and charged to families which do not participate in required volunteer activities such as field maintenance, concessions, and other duties as may be required by the sport(s) in which their athlete(s) participate.

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 when applicable.
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's Decree on Child Protection.
2. All coaches must comply with all rules and requirements of the Parish and the Archdiocese of Cincinnati.

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, Holy Thursday through Easter Sunday.
2. VAC encourages ample playing time for all athletes and require our teams to comply with league minimum playing time requirements.
3. 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).
4. An athlete's first priority for sports practices and games should be the current active VAC sports season. This sport should take priority to practice for a future VAC sport 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.
5. Commissioners and 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.
6. 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 Recognition for Service

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 any Board member and vote by the Board members, the board may award a gift of not more than \$100.00 to a member of VAC for their time and commitment.

Section VI Ineligible Students

Any student which has been scholastically suspended is not eligible to participate in any VAC activities including practices, games, or other team activities for the duration of their suspension.

Article VIII SEASONS

Section I Sanctioned Sports

1. Baseball (Boys and Girls)
 - a. Season runs March – July.

- b. Athletes still participating in basketball are exempt from practice unless given permission by the basketball coach.
- 2. Basketball (Boys)
 - a. Season runs from November – March.
 - b. Athletes still participating in football or soccer are exempt from practice unless given permission by their respective coaches.
- 3. Soccer (Boys and Girls)
 - a. Season runs August – November.
 - b. Sign-ups and teams are conducted in accordance with league rules.
- 4. Football (Boys and Girls)
 - a. Season runs from August – November.
- 5. Softball (Girls)
 - a. Season runs May – July.
 - b. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach.
- 6. Volleyball (Girls)
 - a. Season runs November – January.
 - b. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach.
- 7. Basketball (Girls)
 - a. Season runs from January – April.
- 8. Volleyball (Boys)
 - a. Season runs from February – April.
 - b. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach.
- 9. Track (Boys and Girls)
 - a. Begins March through June.

- b. Athletes still participating in basketball are exempt from practice unless given permission by their respective coach.
- 10. Golf (Boys and Girls)
 - a. Season runs August – October.
- 12. Cheer (Boys and Girls)
 - a. Season runs August- November.
- 13. Wrestling (Boys and Girls)
 - a. Season runs November- February.

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 accept 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 and combo) in addition to the competitive leagues. The competitive leagues have varying degrees of competition, depending upon the sport and age group.
3. Intramural and 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 let 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. The Visitation Athletic Club is a volunteer driven organization, as such a non-volunteer fee may be charged at the sole discretion of the Commissioner or the Board of Governors. A fee may be set and charged to families which do not participate in required volunteer activities such as field maintenance, concessions, and other duties as may be required by the sport(s) in which their athlete(s) participate.

Article X OUR LADY OF VISITATION ALCOHOL BEVERAGE POLICY

All Parish rules and regulations regarding the possession and consumption of alcoholic beverages must be followed by VAC members.

Article XI SOCIAL MEDIA POLICY

Visitation Athletic Club (VAC) recognizes the importance of the Internet in shaping the public's perception of our organization. VAC also recognizes the importance of our Board members, commissioners, sport committee members, coaches, and volunteers in leading and setting the tone of social media interactions in a manner that advances VAC's mission and goals.

Guidelines: All VAC Members shall abide by the following guidelines when using social media.

1. Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the VAC Board or your sport commissioner for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on VAC.
2. Do not post content that would harm VAC, the Parish, or the Archdiocese of Cincinnati or damage the reputation of the same. Remember that even while you are in your own personal time, you are a representative of VAC, and people may interpret your online postings or social interactions as though they were official VAC statements.
3. Use good judgment when posting comments on any official VAC sites, accounts, or social media pages. Bear in mind that your comments can create liability for VAC. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board.

4. If you are concerned about any VAC member's use of social media, please bring your concerns to the attention of your sport commissioner or a member of the VAC Board.

Violations of the Social Media Policy

The VAC Board shall have the authority to monitor and enforce this Social Media Policy. The VAC Board and any individual appointed by the Board, shall have the authority to remove any inappropriate or offensive comments from official VAC sites and to block any individual or organization from posting on any official VAC social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of VAC.

The failure of any VAC Member to adhere to this Social Media Policy shall be considered a violation of the VAC Code of Conduct, and any VAC Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in VAC, in accordance with the VAC Disciplinary Procedures.

Voted on and adopted by the Board on Tuesday, September 26th, 2023.

- Motion to approve – Albertz
- Second – Zureick
- All in favor – Rauch, Kaiser, Zureick, Schmidt, Bollin, Albertz (Gambetta did not vote)
- All opposed: None

APPENDIX

Archdiocese of Cincinnati Website: <https://catholicaoc.org/>