

**St. Mark Catholic Church**  
**Social Life Pillar**  
**By-laws for St. Mark Athletic Committee (SMAC)**

***Article I      Name***

The name of this body shall be the St. Mark Athletic Committee of the Parish of St. Mark, herein referred to as SMAC, a standing committee of Social Life Pillar

***Article II      Purpose and Function***

SMAC has been formed by the authority of the Pastor as the primary leadership, policy-making, and planning body for St. Mark Parish's Catholic Youth Organization athletic program. SMAC policy and decisions shall be binding throughout the parish.

SMAC is responsible to the parish community and accountable to the Social Life Pillar. The committee establishes and periodically reviews the philosophy, goals/objectives, and the policies and procedures of the CYO Athletic program at St. Mark Catholic Church. It determines the sports/wellness programs to be offered under parish sponsorship and defines the rules for participation in them. The committee has oversight responsibility for program funding, proper financial management, and program management (all volunteers and participants).

Section 1:

- Recommending to the Pastor or his delegate policies and decisions that will guide the administration of the athletic program.
- Reporting on the status of the athletic program to the Social Life Pillar.
- Produce annual goals and objectives that are consistent with the overall vision and mission of the Pastoral Council.

***Article III      Committee Formation/Membership***

Section 1: 10-12 persons appointed by the Pastor or his delegate shall be decision making members of SMAC. Members will be appointed from the following:

School Staff (1), School Commission Member (1), Athletic Director (1 or 2), At-Large (6-8).

Section 2: Members shall serve a three year term. No member may serve more than two consecutive terms. Membership terms begin on July 1 and end June 30.

Section 3: Each member of the SMAC shall be at least eighteen years of age and a registered member in St. Mark Parish, with the exception of the school staff representative.

Section 4: Members are expected to attend all scheduled meetings and to participate in committee work. A member who has more than four unexcused absences from SMAC meetings in any calendar year, may be asked to reconsider service on the SMAC by the Chairperson, or the Pastor.

Section 5: All Vacancies shall be appointed by the Pastor or his delegate.

Section 6: The Chairperson will be required to attend the Social Life Pillar monthly meetings as the SMAC representative.

*Article IV Officers*

Section 1: The officers of SMAC will include a Chairperson, Vice-Chairperson, and Secretary. The officers will be selected by a discernment process.

Section 2: Discernment will occur on a yearly basis for termed positions excluding the Chairperson. The Chairperson shall be an appointed position. The Chairperson shall be appointed by the Pastor or his representative. No officer may serve more than two consecutive terms. The responsibilities of SMAC officers shall be as follows:

- Chairperson-shall preside at all meetings and represent the SMAC at all Social Life Pillar meetings. The Chairperson will be responsible for attending the Social Life Pillar's meetings. The Chair will serve a two year term and may not be held by the Athletic Directors.
- Vice-Chair- Shall preside in the absence of the Chairperson. Will assume the duties as Chairperson if the Chairperson resigns or is removed from the committee by the Pastor or his delegate. The Vice Chair will be a one year term..
- Secretary-shall be responsible for maintaining accurate minutes of each meeting, forward minutes to each SMAC member, Social Life Pillar, as well as, the Pastor and Parish Business Manager The secretary will be a one year term.

Section 3: The Executive Committee of SMAC shall consist of the Chairperson, Vice-Chairperson, Secretary and Athletic Directors. The purpose of the Executive Committee is to formulate the SMAC meeting agenda. The Executive Committee shall meet the week prior to the regular SMAC meeting to prepare the SMAC agenda.

Section 4: **Executive Committee**  
Committee Charge

**Purpose**

To provide overall leadership and coordination of SMAC functions and responsibilities. To coordinate communication between SMAC, the Pastor and St. Mark Parish.

**Responsibilities**

1. To formulate the SMAC agenda and meeting packet.
2. To monitor the calendar of events, priorities and activities of SMAC.
3. To communicate to Social Life Pillar on SMAC activities.
4. To submit annually to the Social Life Pillar goals and objectives for SMAC

**Members:** Chairperson  
Vice-Chairperson  
Secretary  
Athletic Director(s)

**Article V Meetings**

Section 1: Regular meetings of the SMAC shall be held at least nine times per calendar year. Special meetings may be called by the Chairperson, Pastor, Parish or Business Manager. Written notice must be received at least five days prior to any special meeting.

Section 2: All meetings shall be open meetings unless designated as being Executive Sessions. A motion must be made by a member, seconded and approved by the SMAC to enter an executive session.

Section 3: Non-members wishing to address the SMAC shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. Requests must be submitted to the Chairperson at least 7 days before the scheduled meeting in order to communicate the updated agenda to SMAC.

Section 4: Order of business shall be determined by the Executive Committee.

**Article VI Quorum**

A simple majority of the discerning members of the SMAC constitutes a quorum for each meeting.

***Article VII By-Law Amendments***

The by-laws may be amended by discernment of the members of the SMAC and formal ratification must be approved by the Pastor or his delegate. SMAC members must receive written notice about by-law amendments two months before the discernment to amend.

***Article VIII Altering SMAC Policies***

The SMAC policies may only be altered by discernment of the SMAC and ratification by the Pastor or his delegate. SMAC members must receive written notice about SMAC Policy changes one month before the discernment to alter

***Article IX Formal approval by Social Life Pillar***

- All fundraising events
  - 50 50 drawing
  - Concession management
  - Other fundraising as approved
- Annual goals and objectives

***Article X*** The SMAC shall have the following specific powers:

1. To suspend or expel any player, coach, coordinator for any conduct improper or prejudicial to St. Mark Parish.
2. To make rules for the conduct of members, players, coaches, coordinators, and spectators.
3. To prescribe additional duties for any officer, athletic director or coordinator.

# **St. Mark Athletic Committee**

## **Program Policies**

### **(Amendments governed by By-Laws, Article VIII)**

#### **1. *STANDARDS OF CONDUCT***

The following regulations pertain to all St. Mark CYO activities so that every participant is treated equally and fairly. Individual coaches may make additional specific team rules to govern participant's actions during practices, games and CYO sponsored athletic events.

- A. The CYO "Code of Ethics" shall apply to all St. Mark youth sports events.
- B. The CYO "General Eligibility Standards" shall be strictly enforced.
- C. All CYO Rules and Regulations for a specific sport shall be strictly enforced.
- D. It is expected that St. Mark teams will take priority over any other concurrent team activities.
- E. The following actions will not be tolerated:
  - 1. The possession and/or use of alcohol, and /or other illegal drugs.
  - 2. Smoking or chewing tobacco
  - 3. Stealing of any kind
  - 4. Vandalism
  - 5. Use of vulgar language
  - 6. Any other inappropriate conduct or behavior that is inconsistent with CYO's standards or deemed inappropriate by SMAC.

#### **2. *INFRACTIONS***

Infractions of the standard of conduct listed above will be handled consistently. Any or all of the following actions can be taken as deemed necessary by the Athletic Director/SMAC.

- A. The athlete will be unable to practice with the team or participate in any games until the Athletic Director/SMAC and coach have a chance to investigate and decide what action to take.
- B. The athlete will be assigned duties by the Athletic Director which must be satisfactorily completed before the athlete is allowed to rejoin the team.
- C. The athlete will be suspended for at least one game. The athlete will not be allowed to practice or play with his/her team until that game is over.
- D. The athlete will be dismissed from the team for the remainder of the season and will not be allowed to be present at the games that remain.

E. Academic/General Discipline Policy (*Updated Winter 2011*)

If a student receives a “D/F” on a progress report, the student is put on academic and athletic probation. Participation in games and practices will be at the discretion of the Student’s parents.

If a student receives an “F” on a report card, the student may immediately become ineligible to participate until one of the following conditions are met:

1. The student is re-evaluated after the first two weeks of the following grading period and in consultation with the students parents, teacher and the school principal, the student may become eligible if the student is now receiving a passing grade in the class. If the student still has a failing grade the student will remain ineligible until the progress report for that grading period. If the student has a “C” or better at the progress report he will become eligible for the CYO sports programs.
2. The student receives a passing grade “D”, or better, in all subjects on the next report card.

F. Expulsion from the CYO sports program for one year may be assessed by the SMAC for:

1. Expulsion from school (automatic)
2. Any incident on school property, at a parish function, or while otherwise representing St. Mark, which can be substantiated, and could result in criminal charges (whether filed or not):
  - a. Assault of a coach or official
  - b. Serious assault of another player
  - c. Destruction of property
  - d. Sexual assault
  - e. Theft

(Applies to players, coach’s coordinators or spectators. For coaches the expulsion may be permanent.)

3. Single game suspension may be assessed to a coach or player for:
  - a. Ejection of a coach or player from a game by an official for conduct.(automatic)
  - b. School suspension of any kind.(automatic)
  - c. Team disciplinary action. (at coaches discretion)
  - d. Violation of the “Code of Conduct”.(at the discretion of the Athletic Director)
  - e. CYO rule violation by the coach (i.e. mandatory playing time-At the discretion of the Athletic Director. Multiple infractions by one coach must be brought to SMAC for review.)

The Athletic Director is responsible for notifying the Pastor, SMAC and the Business Manager about any suspension of players, and or coaches.

These rules apply to all participants whether a student at St. Mark or any other public or private school. It is the responsibility of all non-St. Mark students to provide copies of current report cards to the Athletic Director.

### **3. PROCEDURES FOR VOICING CONCERNS AND GRIEVANCES**

If a person has a concern regarding the athletic program, he or she should follow this process at all times:

- A. Confer with the coach or adult in charge of the team, event or activity.
- B. If, after a reasonable period of time, a solution has not been reached, one should confer with the Athletic Director.
- C. If, after meeting with the Athletic Director, the person remains dissatisfied about expressed concerns, then contact the Parish Business Manager. If the Parish Business Manager feels that it is something he or she can deal with directly, then he or she will do so. If not, The Parish Business Manager will present the problem to the entire SMAC, or offer the individual time to present the problem at the next SMAC meeting.

### **4. COACHES**

#### **A. Selection of Coaches**

The selection, notification and communication with the coaches is the sole responsibility of the Athletic Director or delegate (Sport Coordinator) with the input from SMAC.

#### **B. Guidelines for Selection of St. Mark Athletic Coaches**

The St. Mark Athletic Committee desires to have the best possible coaches working with our children. The Athletic Director should strive to improve the effectiveness of our coaches through selection and training.

1. The Athletic Director should strive to involve as many parents as possible with coaching our children. Coaches are not required to be parents of children in the program.
2. In selecting head coaches for an upcoming season, past coaches should be given consideration based on if past performance has been acceptable in the coach's evaluation process. (i.e. Coach Smith coached Cadet A Boys Basketball team last season. He/She will have the first option to coach the same team the next season.)
3. If it is determined by the Athletic Director or through multiple negative evaluations that a coach should not be asked to return, SMAC should be made aware of the problem

4. A list of coaching candidates should be submitted to SMAC for review before coaches are asked to coach a team.
5. All coaches are responsible for ensuring players are aware of, and adhere to, the Standard of Conduct. Notify the Coordinator and Athletic Director of any violation of the Standard of Conduct by a player, coach or spectator.
6. If any SMAC member has reason to believe that any coach or candidate to coach would not be suitable for coaching at St. Mark, such concerns should be brought to the attention of SMAC and the Athletic Director.
7. Head coaches for each sport must attend or send a representative to the sports designated CYO coaches meeting each season.

#### **5. ATHLETIC DIRECTOR(S)/SPORTS COORDINATORS**

- A. The Athletic Director will be Discerned for a 2 year term from the membership of SMAC. The term will begin July 1 and end June 30.
- B. It is recommended that the Athletic Director implement individual sports coordinators. The sports coordinators may be charged with recruiting coaches, promotion of athlete registration, holding tryouts, supplying teams with needed equipment, collection of participation fees, passing out and collection of uniforms and equipment and communicating to all coaches and parents. Sports coordinators may schedule use of all athletic facilities in coordination with the parish business manager. All coordinators shall be approved by the SMAC.
- C. It is also recommended that all coaches be evaluated annually after their season has ended by parents, athletes and/or SMAC representatives using a coaches evaluation form. These forms can be found on the parish website. This form can be returned to the Parish Business Office. The evaluation forms will be reviewed by SMAC representatives at the end of each season.

#### **7. FINANCE/BUDGETING/ACCOUNTING**

- A. SMAC and the Athletic Director will be required to follow all parish policies regarding fundraising events, and fiscal management (budget, fees collected, gate fees, concession receipts and expenditures, etc.) through the Business Office.
- B. Cash gifts to the program shall be processed like any other cash donation to the parish. These gifts should be reported to SMAC.



## **8. UNIFORMS, EQUIPMENT AND FEES**

- A. The Athletic Director or Coordinator is responsible for uniforms and equipment assigned seasonally to his/her sport. At the end of each season, the Athletic Director or Coordinator is responsible for collection of all uniforms and equipment on loan to players.
- B. Uniforms and equipment are to be distributed to qualified players. A qualified player is one who has returned the uniforms and equipment of all previous sports and who has paid all appropriate fees for the past and present participation. The participant should meet all academic requirements as state in the SMAC policies.
- C. The SMAC establishes participation fees for the St. Mark Athletic program. All children of the A.D. and Coordinators are exempt from payment for all sports.

## **9. SMAC BACKGROUND CHECK POLICY**

- A. Background checks will be issued on all volunteer coaches for the St. Mark Athletic program. A background investigation check refers to the review of police records to determine if there is a history of criminal activity.  
This policy is implemented as a result of the CYO and Archdiocese of Indianapolis mandating this procedure.
- B. All coaches and volunteers are required to satisfy Virtus Training (child protection) program requirements prior to engaging in activities with the youth of St Mark.