

# ST. JAMES ATHLETIC CLUB MISSION, CONSTITUTION, AND HANDBOOK

## February 7, 2023



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The St. James Athletic Club  
3565 Hubble Road  
Cincinnati, Ohio 45247  
Web Site: [www.stjamespanthers.org](http://www.stjamespanthers.org)

## **1. Mission, Purpose, and Guiding Principles**

- 1.1. The Mission of the St. James Athletic Club (SJAC) is to further the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

SJAC stands in for Jesus when he says, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these." Matt. 19:14.

- 1.2. SJAC is a form of youth ministry that leads young people closer to Christ through three overarching goals:
  - 1.2.1. Goal 1. Discipleship: to empower young people to live as disciples of Jesus Christ in our world today.
  - 1.2.2. Goal 2. Participation and Evangelization: to draw young people – and those around them including parents, families, coaches, fans, and alumni -- to responsible participation in the life, mission, and work of the Catholic faith community, including Sunday worship, education, community, ministries and service to the world.
  - 1.2.3. Goal 3. Growth - to foster the total personal and spiritual growth of each young person, in an environment where development of faith, character, sportsmanship and Christian virtues predominates over mere “winning” on the scoreboard.
- 1.3. Discipleship, Faith and Family First: SJAC programs, policies and guidelines shall maintain Christian discipleship, the Catholic faith, and family well-being as top priorities.
- 1.4. Trained, Competent, Screened and Accountable: Coaches and athletics leaders shall serve as youth ministry leaders, and will acquire training that leads to competence not only in coaching a given sport, but also in modeling and sharing faith, to help young people and their families stay meaningfully connected to the Catholic Church. All such coaches and athletic leaders shall: (a) be screened per Archdiocesan policies, for the safety and well-being of young people; and (b) practice good stewardship of our programs, finances, and other resources, with transparency of finances and decision making processes.

## **2. Constitution – Role of General Membership, Makeup and Role of the Board, and the Discernment Process for Board Formation**

- 2.1. Name. The name of this club shall be the St. James Athletic Club, also known as the SJAC. The address shall be 3565 Hubble Road, Cincinnati, Ohio 45247.
- 2.2. General Membership in SJAC and General Membership Meetings.

- 2.2.1. Eligibility of Members. The general membership of SJAC includes:

(a) For St. James parishioners or families with a child attending St. James School -- any parent of (or an adult with custodial rights to) a child who has signed up for St. James sports within the past year; anyone who has coached or coordinated within SJAC within the past year; or anyone who applies for special membership, stating the reasons for seeking same, with approval of a majority of the Board.

(b) For those who are not parishioners, with no child attending St. James school, they may become as a member per the same criteria apply as in Part (a), provided that the member pays an annual fee (determined annually by the board), due January 15.

#### 2.2.2. Regular Meetings, Participation, Nominations, and Voting rights.

(a) Any interested members may attend monthly general membership meetings of the SJAC, intended to occur at 7:30pm on the second Monday of each month (but not during June, July or December); provided, that anyone wishing to speak at the meeting should attempt to provide notice of the subject or issue to the President at least 3 days in advance, where possible, to allow for agenda preparation.

(b) General meetings (and board meetings) shall open with a prayer and/or faith formation discussion as relevant to the mission of the SJAC. The pastor's participation and/or input for the prayer and/or discussion is invited.

(c) General members (including members on the SJAC board itself) may nominate an individual – no later than the second Monday in October (or at first General Membership meeting in October, whichever is later) -- to serve as a candidate for trustee on the SJAC board. See also section 2.3 regarding the discernment process and pastor input.

(d) Process of Amending documents. This SJAC Handbook and Constitution may be amended by a two-thirds (2/3) affirmative vote of those members present at a general membership meeting, provided that: (i) before this final vote, it is read and presented in writing at two (2) prior general membership meetings (or simply provided in writing at the meeting for anyone interested to review it); (ii) for presentation and consideration at a meeting, it must have the supporting signatures or affirmative votes of at least 5 members of the SJAC (who are not immediate family members of each other, such as husband, wife, sibling, parent, or child); and (iii) one of the supporting signatories, or any SJAC member, shall have requested it to be published to the SJAC membership (publication to occur at least 7 days prior to the final vote, done in a typical manner designed to achieve a high chance of review by SJAC members).

(e) One vote. An individual SJAC member is entitled to one vote on all voting issues. Each spouse or parent who is an SJAC member is entitled to one vote on all voting issues.

(f) The general membership is entitled to vote on all club issues other than those items noted in this constitution and handbook as being the sole responsibility of the Board of Trustees. All business issues require a majority affirmative vote of the current SJAC members in attendance at the general meeting.

(g) Voting issues for the general membership may be rescheduled or postponed until the following general meeting with a majority vote of the Board; provided, that proper notice is then given by the Board to the general membership (in a typical manner designed to achieve a high chance of review by SJAC members) of the rescheduled date and time for the vote.

2.2.3. Meeting dates and times may be changed due to school events, parish events, weather emergencies, etc. upon the recommendation of the President and majority vote of the Board Members; provided, the SJAC provides 7 days' notice to all general members of the new date (absent exigent circumstances cited and approved by the Board).

2.2.4. The agenda for the monthly meeting shall be issued to board members at least one day prior to the meeting. A typical general membership meeting may include the following items: Opening Prayer; Review and Approval of Minutes; Treasurer's Report; Field Report; Concessions Report; Boys AD Report, Girls AD Report, Spiritual Liaison Report, and Board Only Session.

2.2.5. General membership meetings may be immediately followed by a Board Member Only meeting to provide a forum for discussion of matters that are confidential. These matters could include, but are not limited to disciplinary actions, grievance issues, sensitive financial details not appropriate for general members, etc. If the confidentiality of a topic is disputed, a board vote shall decide if a matter is deemed “Board Member Only.”

2.2.6. Minutes of the general membership meetings, and the board-only meetings, shall be recorded by the Secretary and approved at the following meeting. They shall also be available to all members and posted on the SJAC website for review.

## 2.3. Board of Trustees – Eligibility, Composition, Terms, and Discernment / Selection Process

2.2.1. Eligibility to serve on the board. All general members of SJAC in good standing are eligible to serve on the Board if they support the SJAC’s mission and are not term limited per the provisions below.

2.3.2. Composition of Board of Trustees and Executive Committee – no more than seventeen (17) trustees and no less than eleven (11) trustees on the Board. All members of the Board of Trustees (also referred to as the Board) are volunteers that will lead the direction of the SJAC, participating in important and strategic decisions, to make it the best club possible. The Board of Trustees consists of the following members:

- 1 - President
- 2 - Vice President
- 3 - Secretary
- 4 - Treasurer
- 5 - Athletic Director
- 6 – Assistant Athletic Director
- 7 - Marketing & Sponsorship Coordinator (optional per board decision)
- 8 - Merchandise Coordinator (optional per board decision)
- 9 - Faith Activities Coordinator (aka Faith Liaison)
- 10 - Communications Coordinator – email and/or social media (optional per board decision, assisting the Secretary)
- 11 - additional Trustees to ensure at least 11, and no more than 17, on the Board of Trustees.

These Trustee positions are filled through the discernment and selection procedure noted below in this Part 2, with functions and committee roles describe in this Part 2 and also below in Part 3.

### **Executive Committee**

This committee consists of Trustees #1 through #6 above. Taking guidance from the full Board of Trustees on important and strategic decisions, this committee is expected to handle management of the day to day business of the SJAC, including regularly reviewing budgets and finances with the Treasurer.

### **Advisory Board**

Following their term completion, outgoing board members are encouraged to join the Advisory Board. The purpose of the Advisory Board is to mentor the Executive Committee for perpetuity and consistency within the Board of Trustees.

2.3.3. Term Length and Term Limits. Each Selected Trustee and Appointed Trustee shall serve an initial two (2) year term, and shall be limited to a maximum of two

terms such terms (a total of 4 years total on the Board), unless: (a) he or she is accepting the role of Vice-President or President, in which case additional time shall be allowed for each of these top roles (for a maximum of 8 total years on the Board in such progression); or (b) he or she is serving as Treasurer, in which case a maximum of 6 years board service is permitted; or (c) the scarcity exception applies, meaning that there is no one stepping forward for a position and no nominated candidate willing to fill the role, despite at least three public notices to the general membership requesting nominations or volunteers.<sup>1</sup> The President and Vice-President shall serve an initial two (2) year term, and shall be limited to a maximum of two such terms (a total of 4 years as President or Vice President and a maximum of 8 total years on the board generally). See more on the discernment process below. Outgoing board members are encouraged to stay involved as a preferred committee member, and may be selected again as a Board Member after 2 years absence from the Board.

#### 2.3.4. Discernment and Selection Timeline / Process for Trustees (Board Members).

- 2.3.4.1. September: At the SJAC September general membership meeting, the upcoming available trustee positions will be verified and documented in the meeting minutes. Immediately following the September Meeting, the upcoming available Trustee positions will be communicated on the SJAC Website, and in other appropriate ways (i.e. currently email blast) along with Section 1 of the Handbook for review by those interested. See notice procedures in note 1 above.
- 2.3.4.2. October: Trustee nominations will be presented at the October General membership meeting. Nominations will also be accepted from the floor. Nominations will not be accepted after the October General meeting (unless an insufficient number of candidates are stepping forward to fill the open positions).
- 2.3.4.3. October pastor input and approval. Immediately after the October General Meeting, the President (and/or other board member) shall contact the Pastor (at least 21 days in advance of the November general meeting and board meeting) for input and approval of the Spiritual Liaison candidate(s), with an invitation for discussion of any candidate(s) for any of the other positions that are being filled. The Pastor may choose to attend the November meeting to provide input and approval, or may communicate it to the President (and/or other board member). The Pastor's participation shall be regularly invited at general meetings and board meetings throughout the year as well.
- 2.3.4.4. November: Discernment for candidates for the position of Trustee will be held at the November General Membership Meeting and Board meeting. At the discernment meeting, the Board and general membership may meet the nominees for discussion or questions. Candidates may provide a short statement of their desire and interest for serving, verbally or in writing – limited to 2 minutes if done verbally (moderated by the President). A period of at least 20 minutes shall be permitted for general members to provide input or raise questions (with each general member limited to 1 minute, moderated by the President). The Decision regarding new Trustees will occur in two steps: (a) after the discussion, there shall be a period of prayer and consideration among all general members present; and (b) the sitting Board shall meet

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<sup>1</sup> At least two of these notices should mention the specific positions needed (with notices designed for maximum recruitment potential, one at least 30 days in advance of the October general meeting, another at least 21 days in advance of the meeting, and another at least 7 days in advance of the meeting).

(privately if desired) to discern and decide upon the new Trustees. All candidates will be notified in writing of the results by the sitting Board President.

2.3.4.5. December: Installation of the new Trustees for the Board will occur at the start of the December Board meeting. They will participate in the discernment process for the Titled Trustees in December as noted below.

2.3.4.6. December: the new Trustees will participate with the rest of the outgoing Trustees in a discernment process for selecting the Titled Trustees, to fill the ten (10) titled positions listed in Part 2.3.2 above from the group of Trustees. Note that: the Vice President normally steps into the role of President after the two-year term, unless the President is selected for a second term of two years and is not term limited. The December discernment process shall be the same as the November general process for Trustees -- involving a meeting initially open to general members, a period of discussion or questions moderated by the President -- followed by prayer and dismissal of the candidates (if desired) and private board discussion (if desired) before final selection.

2.3.5. In the event a trustee position is vacated early: the position shall be left vacant until the new discernment process is completed in November / December. If it was vacated in the first year of a two-year term, the term shall be only for (1) year to fill the rest of the vacated term.

2.3.6. All trustees are expected to be present for all meetings of the Board of Trustees. Three consecutive absences or a total of four absences in a calendar year will be sufficient grounds for replacement.

2.3.7. At least three (3) Board of Trustees meeting shall occur each year – one in November for discernment of new Trustees; one in December for discernment of Titled Trustees; and one in May for annual budget approval. Any additional Board meetings will be held at the discretion of the Board with dates decided by the Board.

### **3. Functions of the Board**

3.1. The President shall preside at all Club meetings, read to the Club all official communications and attend to the correspondence of the Club. He/she shall keep a roster of those who attend the meetings.

3.2. The Vice President shall assume the duties of the President in his/her absence and also assume the duties of the Secretary in his/her absence.

3.3. The Secretary shall keep minutes of all meetings and assist (with help from the Communications Coordinator) in publicizing notices of board openings, volunteer needs, the discernment process, and other items.

3.4. The Treasurer shall be responsible for keeping the financial books and records of the club, including:

3.4.1. Prepare annual budgets – for Board approval at the May general meeting, after soliciting proper input from the Athletic Director (who shall gather itemized budgets from the sports coordinators by the April general meeting, to present to the Treasurer).

3.4.2. Regularly share and review budgeting and financial information with the Executive Committee.

3.4.3. Collect fees and dues.

3.4.4. Pay outstanding bills approved by the Club promptly upon receipt

- 3.4.5. Maintain accurate records of receipts and expenditures
- 3.4.6. Prepare and present monthly financial reports to the Club at General meetings.
- 3.4.7. Provide accurate, complete and timely reports as required by the organization, parish, the Archdiocese and the government – and work with our parish office for same as necessary.
- 3.4.8. Provide guidance to sport coordinators on sports fees, expenditures and budgets to be presented to the Board for approval.

3.5. The Athletic Director (AD) shall:

- 3.5.1. Chair the athletic committee; recommend and oversee the coordinators for all sports programs; and present the coordinator's recommendations as well as their own recommendations for head coaches to the SJAC Board for review; provided that the Board shall normally defer to these recommendations with no approval required, unless motion objecting to these recommendations, involving compelling and substantiated reasons, is carried by a two-third vote of the Board.
- 3.5.2. Approve of assistant coaches that are chosen by the head coaches.
- 3.5.3. Resolve conflicts that arise between any coaches or coordinators.
- 3.5.4. Manage budgets for all sports with assistance from the sports coordinators. The AD shall gather yearly sports budgets (itemized) from each coordinator by the April general meeting for the upcoming fiscal year (which starts July 1) for presentation to the Treasurer in April. Budgets and purchases will be presented to the SJAC board annually (at the May general meeting) for approval, and updates will be given at each meeting. The AD shall be responsible for league fee disbursement.
- 3.5.5. Oversee and/or supervise others in overseeing, any necessary tryouts for our sports programs.
- 3.5.6. Assure that proper coaches orientation meetings, or other appropriate instruction is offered prior to each sport season. This will include any orientation / instruction that is dictated by our pastor (through the faith liaison or otherwise), our Board, these by-laws, or our respective leagues.
- 3.5.7. Report to the SJAC Board and the general membership on a regular basis. The AD shall regularly attend monthly membership meetings (as required of all Trustees), or if the AD happens to be absent, send a report on the athletic programs (with assistance of coordinators).
- 3.5.8. Work with coordinators to assure that the coordinators (or the AD) act as liaison to any leagues, conferences, or tournaments where the SJAC has teams, including roster coordination.

3.6. The Spiritual Liaison (aka Faith Activities Coordinator) shall have the following qualities and responsibilities:

- 3.6.1. Catholic and Reporting to the Pastor: The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer. In St. James Parish, the Spiritual Liaison should be recommended by the SJAC Board and approved by the Pastor and report directly to him or his designee. An annual review of the Spiritual Liaison should take place with the Pastor (recommended for early October, after the Fall Sports Mass and before the November SJAC meeting) with any input available from coaches and SJAC leadership.
- 3.6.2. Communication and Implementation of the Mission: Responsible for communicating the spirit, mission, goals and principles of the faith-based Mission of this Club to all in the athletics organization, including assisting coaches in implementing our faith priorities. This includes communicating the scheduling policies of SJAC and assisting with substantial compliance of same.
- 3.6.3. Meetings / communications and monitoring: Responsible for leading the efforts to ensure

that the annual coaches' ministry meeting(s) is (are) scheduled, and/or other targeted communication is provided prior to each season, to best inspire coaches to participate in effective implementation of the faith-based Mission of this Club. Monitor attendance and participation in such meetings and communications by the coaches.

- 3.6.4. Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
- 3.6.5. Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.
- 3.6.6. Develop guidelines: In consultation with the Pastor and SJAC, establish guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality into our programs.
- 3.6.7. Serve on the following committees: the SJAC Grievance Committee and the Coaching Committee (to discuss end-of-year evaluations of coaches and their return).

3.7. The Board, assisted by the Faith Liaison, shall work to ensure substantial compliance with these scheduling policies:

- 3.7.1. Sundays and Holy Days: No scheduling of SJAC activities (including games, practices, tournaments, and other meetings) on or off-site, on Sundays and Holy Days before 1:00pm (e.g., 1:00pm kick off, tip off, starting whistle, etc.). Also, no scheduling of SJAC activities on-site that adversely affect the parishes worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies.
- 3.7.2. Triduum: No scheduling of SJAC activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.
- 3.7.3. Religious education and sacramental preparation: SJAC activities (including games, practices, tournaments, and other meetings) are not to be scheduled when the children involved normally would be attending religious education, sacramental preparation programs and the like. If conflicts occur, programs of religious education, sacramental preparation and the like take precedence. SJAC coaches are expected to support the faith formation of their players, and in no case are children to be penalized (for example, being required to sit out all or part of a game) by SJAC coaches or leaders for missing a practice or game due to participation in such programs.
- 3.7.4. In the event of an occasional, unavoidable conflict with a league, or approved tournament on a Sunday morning (outside of SJAC's control), the coach shall communicate alternative plans to ensure that the team places "Discipleship, Faith, and Family First," which should include plans for the team to attend Mass together that weekend.

3.8. Committees of the Board. Functional committees may be formed at the discretion of the Board to aid in the operation of the SJAC. The at large membership of the club will be encouraged to serve on committees. All Board members are expected to serve on a committee beyond the Fundraising Committee. The committees may include:

- 3.8.1. Executive Committee – see Part 2.3.3. above.
- 3.8.3. The Field Maintenance and Supervision Committee: This committee oversees scheduling, maintenance, and field preparation for all athletic club events. It is also responsible to create and oversee the budget for this purpose.
- 3.8.4. Concession Committee: This committee is responsible for purchasing and sale of goods for all events of the athletic fields.
- 3.8.6. Grievance Committee: The Grievance Committee is responsible for managing the grievance process raised by any SJAC member. The entire board serves as the Grievance Committee, but delegation of roles can occur. For more on the grievance process, see Part 7 below.



- 3.8.7. SJAC's Faith in Sports Committee, Chaired by the Faith Liaison, will be responsible for communicating the spirit, mission, goals and principles of St. James Parish to all in the athletic club.

## **4. Legal and Financial Matters**

### **4.1 Compliance with laws and policies**

- 4.1.1. Accountable. SJAC will be accountable to, and under the direct authority of, the Pastor of St. James the Greater (including resources, finances, buildings, insurance, and other matters). SJAC is governed by Archdiocesan policy with regard to financial bookkeeping, accounting and accountability. SJAC will be a fiscally responsible steward of its monies and other resources, with revenues and expenses accounted for through normal parish, financial accounting.
- 4.1.2. Financial Responsibilities. The Board of Trustees, as advised by the Treasurer, will be responsible for overseeing all financial matters of the Club and will ensure transparency and accountability regarding the finances of the organization. Refer to Section 2 for duties of the Treasurer.
- 4.1.3. Compliance with Laws and Policies. SJAC and its members shall abide by all Church, Archdiocesan, federal, state, and local laws and policies.
- 4.1.4. An annual budget shall be presented and approved by the Board of Trustees at the May meeting to show income and expenditures of the coming year.
- 4.1.5. The Board of Trustees is responsible for ensuring compliance with the rules and operating procedures of the SJAC as stated in the SJAC Mission Statement, Constitution, and Handbook. The Board may also recommend appropriate amendments, to be adopted through the process noted above.
- 4.1.6. Robert's "Rules of Order" Revised will be the authority of the Club on all matters on which this constitution is silent.

## **5. Roles and Responsibilities of Sport Coordinators**

5.1. General Roles and Responsibilities. A sport coordinator has general responsibility to enforce the code of ethics, report to the AD, and serve as the point of contact for program questions and any issues that occur within their respective programs. Each coordinator will have specific duties that are a function of their sport.

### **5.2. Coordinators for SJAC**

- 5.2.1. Boys: Basketball, Baseball, Volleyball, Track, Football, Golf and Soccer  
5.2.2. Girls: Basketball, Softball, Volleyball, Track, Cheerleading, Golf and Soccer

### **5.3. All coordinators shall:**

- 5.3.1. Develop a yearly sports budget (itemized) for the upcoming fiscal year (which starts July 1) for presentation to the Treasurer by the April general meeting.
- 5.3.2. Direct the timing and publicity of sport sign-up (including opening and closing dates).
- 5.3.3. Obtain rosters, insurance paperwork, etc. and have this properly turned into the league officials. This is accomplished with the help of the AD.
- 5.3.4. Disperse uniforms and collect them at season's end.
- 5.3.5. Coordinate scheduling with the league office through the AD.
- 5.3.6. Assign players to teams, including coordinating and overseeing (under supervision of the AD) any tryouts and selections that may be necessary. See historical tryout and selection guidance in the attached Appendix.
- 5.3.7. Coordinate and oversee coach orientation meetings that are held for their sport.
- 5.3.8. Coordinate, along with the scheduling supervisor, any facility scheduling.

- 5.3.9. Provide a list of suggested head coaches: (a) to the AD for their respective sport, who presents this list to the Board (see AD duties above); and (b) to the parish office before each season for review and approval (Safe Parish system or otherwise)
- 5.3.10. Attendance at monthly SJAC meetings (general and/or board meetings) is highly recommended, and it is required that a coordinator attend: (a) the board meeting one month prior to their sport season's beginning; (b) the board meeting one month immediately following their sport season to report on the outcome of the season; and (c) such other board meetings at which the board or the AD request their attendance (at least 3 days in advance).
- 5.3.11. Send written notice of all significant issues and grievances to the AD, as well as to the Board (which serves as the Grievance Committee) -- sent via email to [stjamesacboard@gmail.com](mailto:stjamesacboard@gmail.com). This notice is intended to make the board aware of concerns within the Club. The board will not take action unless requested to do so by the sport coordinator or athletic director. See the grievance and dispute process below in Part 6. If a general member or outside entity files a grievance directly to the Board level, the Board will contact the sport coordinator and AD to notify them.

## **6. Roles and Responsibilities of Coaches**

### **6.1. Basis and criteria for Coach Selection.** Each coach shall:

- 6.1.1. Compliance. Be in compliance with the Decree on Child Protection and/or Safe Parish (or whatever the Archdiocese and parish offices requests for such background checks and training).
- 6.1.2. Age: for a head coach, be at least 21 years of age. Assistant Coach at high school level should be at least 21 years of age. Assistant Coach at elementary level should be at least 19 years of age
- 6.1.3. Mission. Agree to read and honor the mission of the SJAC
- 6.1.4. Virtues: Live the values and virtues of the Catholic faith whether or not a member of the Catholic Church. Active, practicing Catholics in good standing are preferred
- 6.1.5. Capabilities: Be knowledgeable about coaching children in a particular sport (or if necessary, to take instruction to learn it before the season).
- 6.1.6. Rapport and maturity: Exhibit a positive rapport with both children and adults, be level-headed, able to control temper, take responsibility for mistakes, and accept criticism.
- 6.1.7. Commitment: Be able to commit the time necessary for preparation, practices, games.

### **6.2 General Coach Responsibilities**

- 6.2.1. Abide by and uphold the SJAC Handbook and the mission, goals, principles stated here.
- 6.2.2. Ensure that prayer happens at each practice and game; and work with the SJAC's Spiritual Liaison to ensure an environment conducive to growth in faith, character, and virtues, reinforcing with children and their families the importance of faith and religious practices including Sunday Mass, Holy Days of Obligation and regular, ongoing religious education.
- 6.2.3. Obtain roster and league forms, keeping these rosters with the team at all practices and games. This is especially important for health information in case of injury.
- 6.2.4. Disperse the game and practice schedules.
- 6.2.5. Help the AD and coordinators in the disbursement and collection of uniforms, and help ensure athletes understand the proper treatment of uniforms and equipment.
- 6.2.6. Know the rules of the game and teach them to the athletes.
- 6.2.7. Teach the true meaning of sports, its enjoyment, and the fellowship it allows. Let the child be a child first, while learning to appreciate sports.
- 6.2.8. Supervise organized practices that allow each player proper opportunity for improvement

- 6.2.9. Stress striving for excellence and teamwork, while keep winning and training rigors in proper perspective. Discipleship, faith, and family come first. Nothing is wrong with winning, but learning to accept a loss, and enjoying sports regardless of the outcome, is equally important.
- 6.2.10. Maximize praise and minimize criticism. Discourage negative remarks or harassment of players, officials or other spectators.
- 6.2.11. Treat the officials with respect, no matter what the call.
- 6.2.12. As SJAC leaders, coaches are strongly recommended to participate in all SJAC sanctioned functions, seasonal Sports Masses and related Coaches Meetings, Banquets, coach's clinics, team pictures, or any event pertaining to their sport. It is also recommended that they attend SJAC membership meetings to provide information and to stay informed about activities and issues.
- 6.2.13. Playing time. Since all players have made the team, a responsible amount of playing time should be considered for all players – and league requirements must be honored. Coach all players with equal vigor, in accordance with our Faith-based Mission.
- 6.2.14. No smoking, tobacco, or alcoholic is permitted on the field during games or practices.

### 6.3. Coach evaluation

- 6.3.1. Head coaches will be evaluated after every season – by the coordinators and athletic directors, with input as requested or offered from the Faith Liaison -- to ensure they are operating in a manner consistent with our Mission Statement and with the coaches' duties stated above. Head coaches will be considered for reappointment year to year based upon these criteria.

## **7. Disputes and grievances, including discipline and removal of volunteers or board members – with due process**

7.1. Goal to resolve disputes with prayer and reconciliation, with ability to discipline or remove. Any volunteer, whether a Board member, Coordinator, Coach or general club member, who behaves in a manner that is inconsistent with the values and mission of St. James Parish or Athletic Club may be asked to cease their participation/volunteer position per the process outlined here; provided, that goals include engaging in prayer about the issue, proper correction and good faith reconciliation (if reasonably possible) without an involuntary removal.

### 7.2. For sports team-related issues, first address through the coach (after 24 hours).

- 7.2.1. Coach level. Parents or others having concerns with a coach or any other person associated with a team are expected to express concern first with the child's coach – but only after a 24 hour cooling-off period (i.e. if an incident, the parent should wait 24 hours before approaching a coach with a complaint). The coach will attempt to adequately resolve the concern.
- 7.2.2. Escalation above coach level. If not resolved with coach discussion, matters of unresolved or significant disagreements (between coaches and parents, concerns about opposing teams/coaches, umpires, rules, field conditions, etc.) should be arbitrated first through the sport coordinator and, if necessary, then escalated to the SJAC Athletic Director. If not resolved by the Athletic Director (who may also consult with the President and Faith Liaison in his or her discretion), the AD may present the grievance to the Board (which serves as the Grievance Committee). The Grievance Committee will meet to review and come to a resolution, after providing reasonable due process – see Part 7.3 and 7.4 below.

7.3. Grievance due process for all issues. After a club member addresses a matter with the coach (and if not resolved after escalation as noted above), or if the matter is separate from a coaching-related concern, any SJAC member having concerns about the conduct of an SJAC volunteer can bring the concern to the attention of the SJAC President or Faith Liaison, preferably in writing, who will present it to the Grievance Committee. The President or Faith Liaison may attempt to resolve the matter informally first (notifying the Grievance Committee), including encouraging prayer about the issue. If not resolved informally within 10 days, the Grievance Committee shall then employ appropriate due process to the grievance (notice to the affected individuals with some opportunity to be heard and to reasonably determine the truth). The due process shall include investigating the grievance by talking to the concerned individual (if known), the volunteer in question, and any other witnesses to the event/action/behavior/etc. See also the option to delegate this process to a panel as noted below in Section 7.4

7.4. Decision process; possible delegation of that process; and reconsideration.

- 7.4.1. Vote after due process; quorum. After due process, and prayer about the proper resolution, the Grievance Committee will vote on a decision. A majority of the Committee constitutes a quorum for a vote, and votes must pass by a margin of 51%; provided that removal of a person from a position shall require a two-thirds (66.6%) vote. This decision shall specify any discipline, which may vary depending on the severity of the infraction. Disciplinary actions may include counseling the volunteer on a preferred course of action, asking the volunteer to step down from their leadership role (removing them from a position if necessary and/or directing them to cease all participation in an SJAC program or event), reporting to the Parish priest, and/or reporting to local law enforcement.
- 7.4.2. Notice of decision. The Grievance Committee shall notify the affected individual of the decision. If that person requests a written decision (or if the committee believes it is appropriate to provide it in writing), a written decision shall be provided, with brief reasoning.
- 7.4.3. Reconsideration. Any affected individual may request reconsideration of the decision by the Grievance Committee, one time, in writing. A personal appearance and discussion or questioning may be permitted upon request, as appropriate to the situation, in the Committee's discretion. Goals are to offer time for additional prayer, achieve fairness to everyone, and understand the facts. After reviewing the request for reconsideration, and any new information, the Grievance Committee will then re-vote (with same margins required as noted above).
- 7.4.4. Option for Delegation of the decision process. Instead of The Committee handling this process, the Committee may (by a two-thirds vote of a quorum) vote to delegate the power in this section 7 to a panel of three persons. The panel shall consist of the President, Faith Liaison, and Athletic Director (with one of them in any given grievance having the option to ask another Committee member or any clergy member to serve in their place). If the decision process is delegated to this panel by the Committee, the decision must be unanimous (or else it reverts back to the Committee).
- 7.4.5. Appeal Record. The Faith Liaison (as a member of the Grievance Committee) should document the appeal and present the cases of both sides and the ultimate decision to the Parish priest for record.
- 7.4.6. Priest discussion. If the disciplined volunteer remains unhappy with the decision of the Grievance Committee, they may pursue discussion with the Pastor (who may include the Faith Liaison and/or President in these further discussions).