



## **CRUSADERS YOUTH ACTIVITIES ASSOCIATION BOYS AND GIRLS ATHLETIC BY LAWS**

### **ARTICLE I – MISSION**

Crusader Youth Activities Association (CYAA) is a nonprofit corporation formed to provide youth sports to the Catholic families in the Lancaster Area. Through this Mission, the goal is to provide a strong Catholic program to develop our children in a Christ like manner while also striving to perform at the highest level athletically. Through this Mission, the goal is to be the strongest youth program in the area. These aspects are primary in this Mission:

1. To develop Catholic identity in our youth:
  - a. To help to empower young people to live as disciples of Jesus Christ in the world today.
  - b. To help to draw young people to responsible participation in the life, mission and work of the Catholic faith community.
  - c. To help foster the total personal and spiritual growth of each young person.
  - d. All of the above should be in addition to what the parents, parish and/or school provides.
2. To show through example proper sportsmanship and Catholic identity by all adults involved as coaches or involved as family of players.
  - a. No swearing.
  - b. No berating of officials, opposing players, opposing coaches, our own players or coaches.
  - c. Cheer for your team and not against your opponent.
3. To provide structured athletic programs in all sports to the Catholic youth in the area.
  - a. To build programs where Catholic youth can thrive.
  - b. To build the strength of our community
  - c. To keep our students engaged in Catholic schools and parishes.
4. To provide a central organization to plan and communicate opportunities for the Catholic youth in the area.
  - a. To communicate opportunities to the community.
  - b. To have students bonding and growing early in grade school.

### **ARTICLE II – CYAA BOARD**

Officers -

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- 3<sup>rd</sup> Vice President
- Treasurer
- Secretary
- Pastor of St John Neumann (Advisor)

Youth Sport Directors(Not all of the positions will be filled right away. The CYAA needs to build some of these sports programs).

- Director of Baseball
- Director of Basketball – Boys
- Director of Basketball – Girls
- Director of Cheerleading
- Director of CC/T&F

- Director of Field Hockey
- Director of Football
- Director of Golf – Boys & Girls
- Director of Soccer – Boys & Girls
- Director of Softball
- Director of Tennis – Boys & Girls
- Director of Volleyball - Girls
- Director of Wrestling

Organization Directors (these positions can be filled by Directors also)

- Director of Concessions
- Director of Facility Rental
- Director of Fundraising
- Director of Registration/Insurance
- Director of Uniforms/Spiritwear
- Website Director

Paid position –If possible the CYAA will offer this stipend position due to the amount of work this position entails:

- Director of Registration/Insurance/Coaches clearances – this position requires following the proper procedure for registering soccer players through Got Sport and also collecting and filing all coaches clearances paperwork. This person will work with the President to make sure insurance coverage is completed for all students participating each season.

### **ARTICLE III -DUTIES OF OFFICERS**

- President –shall be executive officer of the organization, exercising general supervision of the activities of the CYAA, shall perform such duties as usually pertain to the office of president, shall be ex-officio member of all committees and work in connection with each sport director. May be responsible for maintaining accounting for the organization.
- Vice President (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) - shall in the absence of the president preside at all meetings(1<sup>st</sup> Vice), shall temporarily assume the duties of president if the position is vacated and initiate search for a new president(anyone of the 3), shall assume duties needed to properly run organization.
- Secretary - shall be responsible for all official papers, shall give notice of meetings and shall give a report of the previous meetings proceedings at all regular meetings.
- Treasurer - shall receive and deposit all funds of the organization and shall disperse these funds, subject to the direction of the organization. Working with the President, shall maintain the appropriate records. Shall present a detailed report at each regular meeting. The treasurer and the president should both sign all checks. May be responsible for entering all expenses & incomes into QuickBooks if not completed by the President.

### **ARTICLE IV – VOTING**

- The voting members of the CYAA are the Officers and the Director responsible for the program in which the vote pertains to.
- All current directors and officers are entitled to vote for new officers at the May meeting in odd years for a two year term.
- Voting during an online meeting is acceptable.
- A voting quorum is established if the President and at least 2 officers are in attendance, or if 4 officers are in attendance.

## **ARTICLE V – DUTIES OF DIRECTORS**

Each sport should have a committee of volunteers to help run the program. The committee should meet as needed to prepare for the coming season, evaluate needs for the season and meet post season to discuss changes needed and equipment needed. Each sport committee can meet more often as needed.

Directors of each sport are:

- Responsible to make every effort to attend all CYAA Board and vote where applicable.
- Oversees the sport committee
- The point of contact for any issues in their program.
- Responsible to present a balanced budget if applicable.
- Responsible to communicate with LCHS coaches to keep them involved.

Directors and sport committees are:

- Responsible for the selecting, training and evaluation of every coach in their sport.
- Responsible for the evaluation process for player team selection.
- Responsible to plan offseason training.
- Responsible for the day to day operation of the designated program they are overseeing.
- Responsible to present equipment and uniforms needed for the coming year as reflected in the presented sport budget.

## **ARTICLE VI – TERM OF SERVICE**

- Officers of the league shall be elected for a 2 year term. The Officers are elected at the May meeting in odd years.
- Officers may succeed themselves.
- Sport and organizational directors can be elected or appointed by the president.
- The current president shall accept nominations for all officer positions. Nominations can be made by any current director or officer.
- In the event an officer leaves office before the end of their 2 year term, the process will follow the normal procedure EXCEPT it needs to occur within 2 months of the vacancy.
- Directors can be removed by a majority vote of the Executive Committee.

## **ARTICLE VII – PARTICIPATION**

- All students who are enrolled in a Catholic elementary school or are members of a Parish in the Lancaster Deanery are eligible to participate in sports programs in the CYAA.
- An effort will be made to provide programs starting in Kindergarten, but that may not always be possible. Programs will be offered until 8<sup>th</sup> grade, unless Lancaster Catholic offers a JH program or Co-Op in that sport.
- Upon approval of the officers, non Catholic students may be allowed to participate provided:
  - There is a commitment to the mission of the CYAA program by the family.
  - There is an understanding of the faith mission of the CYAA.

## **ARTICLE VIII – TEAM MAKE UP**

- Teams will be formed by age group or grade depending on league rules or generally accepted practices.
- Every attempt will be made to have a team for each student interested. If this is not possible, then training sessions and in house games will be provided to develop those individuals.
- The CYAA understands the travel restrictions that may occur if teams are all based in Lancaster and will attempt to provide either teams or at least practices that spread the travel over a season. The CYAA also understands that in many cases this will not be feasible.

- When multiple teams in one age group are necessary, teams will be decided by tryout. Players will be placed so they can have the best chance to develop their skills.

## **ARTICLE IX – MEETINGS**

The CYAA Board will meet monthly. Meetings can be in person or be held via zoom to help with everyone's schedules. Meetings will generally be held at Lancaster Catholic HS.

Due to the number of programs offered, it is vital for the members to meet often to effectively run the CYAA and deal with issues as they arise.

## **ARTICLE X – FINANCING**

- Registration will be completed online and payments either made online or by check to the CYAA.
- The Treasurer or President is responsible to keep track of the income and expenses of each program.
- Each Director is responsible to submit a budget and make sure deficit spending does not occur.
- The entire Board will decide what projects are necessary to help the CYAA.
- Fund raising to benefit all aspects of the program is necessary.
- Donations are most always accepted and they may be restricted to benefit certain programs.
  - a. Donations can't be used to benefit one team and outfit that one team in uniforms or equipment that is not available to other teams in that program.
  - b. Use of restricted donations to a specific program will be determined by the program director, the president and the treasurer.
- Buying power by using only a few vendors is suggested. Emphasis should be made to purchase items from those businesses who donate to the CYAA or who are connected by family involvement.
- Logo's and color patterns for all purchase MUST be uniform and approved by the Board.
- Directors and coaches may be paid if necessary to provide a strong sports program AND the financing is available to fund stipends. This must be approved by the Executive committee before payments can be arranged.

## **ARTICLE XI – BUDGET**

- All directors present a budget to the Budget Committee.
- The Budget Committee takes all budgets presented and creates one budget to be presented to the CYAA Board.
- The budget is presented at the May meeting and MUST be approved by the June meeting.
- Fiscal year is July 1 to the following June 30.

## **ARTICLE XII – LOGO'S**

All logos used on uniforms, communication and media should be limited to the logo's of CYAA to create consistency in the community. Colors are purple and yellow gold. Black and grey are not primary colors of the CYAA and can't be the primary colors of any uniforms unless that is the best fit for an individual sport. No other color may be used on a uniform, advertisement or communication that is not purple, yellow gold, white, black or grey.

No individual team or sport program within the CYAA may make decisions that are counter to this policy.

### **ARTICLE XIII – COACHES**

- ALL coaches need to have an understanding of the mission of the CYAA: No swearing, have strong Catholic identity, teach and show good sportsmanship are the absolute minimum standards.
- The philosophy of the program is to recruit experienced coaches who want to stay with the program. Parent coaches are not excluded from coaching.
- Coaches need to have experience coaching the sport they desire to coach. Sometimes a position cannot be filled by an experienced coach. In this case it is vital that the sport Director provides the necessary education or practice plans to help that coach have a successful year.
- All coaches must complete all PA State clearances BEFORE they will be permitted to be with our youth. Concussion and Cardiac Arrest certification must be done yearly per the State of PA. Other clearances must be updated every 5 years.

### **ARTICLE XIV – COMMITTEES**

- Executive Committee – made up of the 5 officers.
- Grievance Committee – Executive Committee and 3 noninvolved directors.
- Fundraising Committee – made up of the director of fundraising and 4 other board members.
- Budget Committee – The president, vice president and treasurer.
- Other committees may be named by the president as needed to benefit the CYAA.

### **ARTICLE XV– CODE OF CONDUCT FOR COACHES, PLAYERS, AND SPECTATORS**

- As a privilege of being a part of this CYAA, ALL coaches, players and families of players are expected to follow the mission stated at the beginning of the by-laws.
- Foul language, berating officials, other team's players or coaches is completely unacceptable. If this behavior is shown, a warning will be given. A second or repeat occurrence may result in further disciplinary action.
- A 24 hour rule is in place for all members of the CYAA or family of any member. The 24 hour rule means that no communication is allowed within 24 hours of a disagreement. After 24 hours, a meeting can be set up to discuss any issues. This meeting can never be set up for before or during a practice. If a disagreement cannot be resolved between 2 people, then the grievance committee will get involved.

### **ARTICLE XVI– GRIEVANCE POLICY**

- Follow 24 hour rule
- Reach out to person you have a grievance with.
- Those involved should try to resolve their grievance.
- If grievance can't be resolved then:
  1. Contact Director of program directly involved with grievance.
  2. If Director is involved in grievance, then Grievance Committee is immediately involved.
  3. If after talking to Director, grievance still exists by either side, grievance moves to the Grievance Committee.
- The Grievance Committee will allow each side to present their grievance and will ask questions as needed of each side. The vote of the Grievance Committee is final and can't be appealed.

### **ARTICLE XVII– CHANGES TO BYLAWS**

- A. May be done at any regularly scheduled CYAA meeting.
- B. Requires an affirmative vote of a majority of those board members present.
- C. Shall be effective upon approval unless otherwise stated.