

## **PURPOSE OF THE ATHLETIC ASSOCIATION BOARD**

The Athletic Association board is responsible for:

- Modeling faith community in a spirit of cooperation with the pastor and principal
- Adhering to Archdiocesan policy and assisting to develop policies that enable the parish/school to fulfill its mission
- Participating in the monitoring and evaluation of the board goals, constitution and bylaws
- Providing services to the students of St. Patricia school and religious education program
- Govern and manage athletic activities and programs
- Approving the appointment of nominated coaches and assistants
- Approving the annual budget and determining sources of fundraising to support the budget
- Acting as the public relations arm of the association and its programs and participating in the recruitment of new program participants
- Acting as a grievance committee for individual complaints regarding association policies, procedures, team management and the evaluation of members, athletic directors and coaches

## **DELIMITATION**

The Athletic Association board is NOT responsible for:

- Advising the principal of his/her responsibility in personnel matters
- Administering the parish/school or advising the pastor or principal on how to administer the parish/school
- Administering or advising any other parish/school organization
- Implementing parish/school policies and procedures

## **CODE OF ETHICS**

- Acknowledge that volunteerism is a significant expression of the teaching mission of St. Patricia School and function within its structure
- Will become more knowledgeable about the mission of Catholic education, as expressed in this school, and sincerely promote it to the various publics with whom I have influence
- Recognize the scope of my responsibilities and know that I do not represent the Board officially unless explicitly authorized to do so
- Will be fully and carefully prepared for each meeting by doing the required readings and completing necessary tasks for committee work and reports
- Support the principal in authorized functions and avoid intruding in administrative details unless requested to do so
- Will be loyal to Board decisions even though personally opposed to the final recommendations and decisions
- Will be alert to alternate solutions to problems by keeping an open mind
- Will disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits
- Will complete any required training, certification or clearance required by the Archdiocese and participating leagues

## COMMITTEES OF THE ATHLETIC ASSOCIATION BOARD

Committees provide and organize needed information so that the board can take action on a particular issue. Committees do the “*work of the board*” and report progress at the monthly meetings. The meetings provide an opportunity to discuss topics, receive information, give input, and make decisions. Each board member is expected to chair one committee and serve on at least one other committee if possible.

- Standing Committees permanently exist to carry on the ongoing responsibilities of the board:
  - **Executive Committee** – board President plans meeting agendas and other information to be distributed to members for the upcoming meetings; Secretary keeps and publishes meeting minutes and other correspondence, and applies authorized changes to the constitution, bylaws and handbook; Treasurer manages the association finances
  - **Athletic Committees** – responsible for directing/coordinating athletic programs, ordering uniforms, trophies and medals, attending league meetings, informing the board on league fee and policy changes, coordinating volunteer schedules for concessions, scorekeeping and fundraising, recruiting coaches and assistants, addressing complaints
  - **Concessions Committee** – assists with scheduling concession volunteers, manages the procurement and replenishment of food and beverages, manages concession stand operations, manages concession stand funds and recommends food/beverage price changes
  - **Fundraising Committee** – establishes and manages fundraising activities; advertises events, solicits student/family orders, coordinates purchasing of products, collects money, delivers product to students/families, sells products at certain athletic events
  - **Field Maintenance & Equipment Committee** – manages all athletic equipment in cooperation with the athletic directors, keeps athletic fields in a satisfactory condition for safe play, maintains appropriate field markings per league rules
  - **Public Relations Committee** – submits athletic articles for inclusion in the parish and local community publications including registration information, game/tournament schedules and results, player/team recognition, assists in the recruitment of program participants
  - **Election/Membership Committee** – seeks nominees, distributes election materials and monitors election; reviews and evaluates election procedures