



St. Matthew the Apostle Athletic Association

Constitution, Bylaws & Handbook

Gahanna, Ohio
smmustangs.org

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ST. MATTHEW THE APOSTLE ATHLETIC ASSOCIATION CONSTITUTION

Mission Statement

The purpose of the St. Matthew Athletic Association is to unite the youth of our parishes (St. Matthew the Apostle and Church of the Resurrection or other Parishes within the Diocese) and to promote spiritual, physical, and social development of the players. The program is intended to build character while reflecting the ideals of good sportsmanship, Catholic Christianity and teamwork. The athletic arena shall be treated as an additional classroom which shall be a safe environment within which the children are to learn about roles, teamwork, how to overcome adversity, how to continue forward after failing and how to win and lose with grace.

Background & Activities

Athletics offers children a rewarding Catholic Christian experience through sportsmanship, team concepts and competition. The St. Matthew Athletic Association, SMAA from here forward, was formed to provide our children the opportunity to compete in various sports programs. The Commissioners shall make organized sports available to all St Matthew the Apostle school aged students and parishioners who attend school elsewhere. Selection of Commissioners are held before the beginning of each school year. Each fall we will evaluate our needs for the upcoming year in regards to all aspects of the sports programs, with a focus on retaining continuity within the organization.

Facilities

The SMAA will assure that all current facilities, and any future improvements, are maintained to the highest standards possible. The Parishioners, Parents, Student Athletes and Staff should get a tangible sense of value the SMAA places on athletic endeavors here at St Matthew. All facility decisions will be made solely for the benefit and betterment of the St Matthew community as a whole.

The Noble Center (Gymnasium)

Hours of operation:

- 3:00pm- 9:00pm on weekdays
- 7:00 am until 4:00 pm on Saturdays
- 1:00 pm until 4:00 pm on Sundays
- No one is permitted in the Fr. Noble Center during Mass.

The current St Matthew Athletic Fields

Hours of operation:

- 3:00pm- 9:00pm on weekdays
- 7:00 am until 4:00 pm on Saturdays
- 1:00 pm until 4:00 pm on Sundays

We are very fortunate to have the generous gift from an anonymous St Matthew family. The current site is large enough for our needs but we are limited in making any improvements to the current athletic fields due to the fact that most of the parcel is situated in the floodway and is unbuildable. The SMAA and outside professionals have evaluated the situation and all have determined that improvements on this land are not possible. Therefore, we are actively engaged in efforts to secure additional land for the athletic endeavors of St Matthew.

Scheduling

The Scheduling Chair is the point person for all facility requests. Scheduling may only be done by Commissioners working with the Scheduling Chair. Coaches may NOT go directly to the Chair to request or change facility use. The Scheduling Chair will make final decisions on all conflicts. A real time calendar will be maintained by the Scheduling Chair on the St Matthew Parish site: [SMAA Facilities Schedule](#)

All coaches will coordinate with their sport's Commissioner to build fair and balanced practice/game schedules. The St Matthew CYO games will be added to the Doodlio platform through cooperation between the Scheduling Chair, Commissioner and the Diocese. Here is the link to the Doodlio Platform: [CYO Doodlio](#)

The Technology Chair will also assist the Commissioners and Scheduling Chair should technology issues arise.

Priority is to be given to the Facilities Director and their need to perform regularly scheduled maintenance or special projects. All approved requests for Fr. Noble Center usage MUST be accompanied by a notification to the Parish office, so that the Facilities Director is aware of any potential preparations which may need to occur.

Each coach shall be assigned a pass code for the equipment rooms, they will also be issued a key fob for the Noble Center entrance doors. The school must be locked and secured upon leaving no later than 9:00 pm on weekdays and immediately after the last practice or event. The last coach leaving MUST make certain this is done. There is an enormous security risk if the building is not completely secure. If the school is found unlocked the following morning, that coach, or coaches will be held responsible and will lose his/her practice time for their team. Given the world we live in today, these protocols MUST ABSOLUTELY be followed. Failure by a coach to lock the school securely may result in dismissal from that role. Same expectations hold for the athletic fields, gates and equipment storage facilities.

SMAA Structure & Bylaws

- The Pastor shall have final say on all matters pertaining to the SMAA.
- **Board of Directors for Fundraising:** Shall consist of the Executive Board (President, Vice President and Secretary) from the Commissioners group and four additional seats. These additional seats may be filled by existing Commissioners but that will not be a requirement. These seats will function as the sole fundraising apparatus for the SMAA.

- **Board of Commissioners for Administration:** Shall consist of President, Vice President and Secretary (The Executive Board), the Treasurer and a single Commissioner for each individual sport. That Commissioner shall serve as head for both boys and girls programs when manageable, otherwise there will be an individual Commissioner for both Boys and Girls program. The Executive Board, Treasurer and Commissioners shall be voting members of the SMAA.
- **Chair Positions:** Chair members of the SMAA are tasked with more specific duties across the entire SMAA program and are not affiliated with specific sports. Chairs are non-voting members of the SMAA, but attend the regular meetings and give valuable input. Current Chair positions are:
 - Scheduling Chair
 - Concession Chair
 - Grounds Crew Chair
 - Noble Center Admissions Chair

Link to SMAA webpage:

<https://smmustangs.org>

Board of Directors for Fundraising

The SMAA shall form and maintain a Board of Directors which shall consist of seven seats. The President, Vice President and Secretary for the Commissioners and four additional seats. These seats shall be appointed by the active President, Vice President and Secretary of the Commissioners with final approval by the Pastor. The Board shall be responsible for actively participating in the long range planning for the entire SMAA program moving forward. There will be quarterly meetings, and special meetings, all of which shall be closed in order to ensure confidentiality. The SMAA Board will make recommendations directly to and in conjunction with the Pastor.

Board of Commissioners and Officers for Administration of SMAA

The SMAA is composed entirely of volunteers. The length of service of each member is open. Appointed officers serve a term of one year but may be re-appointed to an additional term on an annual basis. All members are voting members and have a voice in the decisions made by the Commissioners. Expenditures up to \$1,000, which were generated from participation fees, shall be exercised at that individual Commissioner's discretion. Proposals to spend in excess of \$1,000, are subject to a simple majority approval by all Commissioners. Any expenditures approved by the Commissioners as a whole, which are in excess of \$2,000 shall require the approval of the Pastor. The Pastor reserves the authority to deny any proposal even though it may have been approved by the Commissioners group. Moving forward, all monies collected, other than those which are participation fees, shall go into the General Fund for the benefit of the entire SMAA. The President, Secretary and Treasurer shall act as fiduciaries for all monies accepted by the individual sports, admission fees and donations to the SMAA. Commissioner selection shall be subject to the discretion of the Pastor. The Athletic Association meets on the second SUNDAY of each month at 6:00pm in the St. Gabriel room of the Church. This time may be altered to best satisfy Commissioners' ability to

attend. Furthermore, if there is nothing added to the agenda seven days prior to the meeting date that meeting shall be canceled. If unable to attend, please notify the secretary. New members are encouraged to assist with special committees or simply shadow existing Commissioners or their designated representatives provided that individual is considering a commitment to serve as a SMAA Commissioner. Those situations shall require the above notification process to take place with the Secretary. The SMAA Commissioner meetings may be closed for special agendas.

Officers & Duties

President

- Ensure the SMAA is constantly improving the Spiritual, Mental and Physical Health of the St Matthew's Student Athletes.
- Maintain an atmosphere of open mindedness within the SMAA Commissioners and coaching staff, ensuring that any new ideas or approaches are heard and discussed and genuinely considered.
- Act as an assistant to all Commissioners, Officers and Chairs in all situations.
- Liaise with the Parish Business Manager and SMAA Secretary regarding annual budgets and expenditures in excess of \$5,000 (five thousand dollars).
- Acts as a liaison between the school administration and the SMAA Commissioners.
- Liaise with the Pastor and any Diocesan personnel on special projects or initiatives.
- Review findings of any investigation reported by a Commissioner with the Executive Board, which shall consist of the President, Vice President and Secretary, and the Pastor, and then determine a fair course of action.
- Immediately address any repeated violations of the code of conduct by any Coach, Student Athlete or Parent. Then assemble the Executive Board, along with the Pastor, to determine an appropriate consequence for repeated behavior.
- Oversee all regular Commissioner Meetings and any Board Meetings.
- Ensure that all expenditures from the General fund are voted on by the Commissioners and that the majority decisions are adhered to, subject to the approval of the Pastor.
- That any proposed changes to the SMAA Constitution, Bylaws or Code of Conduct be discussed and agreed to by a super majority of the Commissioners in attendance at that special meeting prior to making a recommendation, with the Executive Board, to the Pastor.
- All changes adopted by the SMAA Commissioners are subject to the approval of the Pastor.
- Promote the fundraising programs and support the SMAA Commissioners.
- Act as Fiduciary for all funds accepted by the SMAA.
- Act only in the interest of Current and Future St Matthew student athletes.
- Handle all fee waiver requests.

Vice President

- Act as President in time sensitive situations where the President cannot be reached.
- Act as President should a vacancy occur at that position.
- The Vice President does not have any Fiduciary duties and will not assume any of those responsibilities even in the absence of the President.

Secretary

- Take all notes at Board meetings and provide minutes within 5 days after each meeting to the Board via email.
- The Secretary will also be a member of the Executive Board and shall fulfill those responsibilities when required due to confidentiality concerns or issues which are time sensitive in nature.
- Make certain that Hold Harmless agreements are signed prior to any non-SMAA utilizing the St Matthew's facilities.
- Present an agenda two days prior to all Board meetings.
- Notify all Board members seven days prior to Board meetings that the agenda is open so that each Commissioner may add agenda topics. Under no circumstance will items not present on the agenda be discussed.
- Record all votes taken by the Board or Executive Board.
- Maintain an up to date and accurate email list and chain for the SMAA (titled as such) which shall include all voting members.
- Maintain an up to date and accurate contact list for all SMAA Board members and Chairs.
- Maintain a full up to date and accurate contact list of all Coaches and Assistant Coaches. This shall be provided by the Commissioner of each sport.
- Work in conjunction with the Scheduling Chair to assure accurate contact lists for the Parents by each rostered team.
- Provide all contact lists to the Pastor, Principal and Vice Principal
- Act as a third layer of review for all funds moving through the SMAA.

Treasurer

- Provide financial reports to St Matthew Parish Business Manager. Financial reporting to the St Matthew Parish shall include the following documents and must be submitted monthly:
- Balanced summary of the SMAA checkbook and savings account.
- Signed receipts from the expenses paid with the SMAA debit card.
- Oversees the collection of fees for Student Athletes to participate in each sport in conjunction with the Commissioner of that sport.
- Digital copy of cleared, signed checks.
- Provide monthly financial reports for all SMAA monthly meetings.
- Provide yearly overall SMAA budget for board approval
- Collect and archive budgets for each sport, receipts for all expenditures and quotes for major purchases.
- Work with commissioners to pay and track league, tournament, referee/umpire fees and expenses as approved by submitted budgets.
- Pay and track monthly recurring operating expenses.
- Reimburse expenses incurred by Coaches or Commissioners in support of the SMAA in a timely manner. (To be reimbursed, a receipt of expense(s) must be provided. The receipt should include the location of purchase, date of purchase, and itemized description of purchase. Either digital or paper copies of the expense(s) will be accepted.)
- PLEASE BE AWARE, purchases for the SMAA are TAX EXEMPT and all Coaches or Commissioners must fill out the correct form prior to buying anything. If tax is charged, the Treasurer will NOT reimburse that portion of the expenditure.

- Enforce the two signatures rule for each SMAA transaction. Two signatures from either the Vice President, Secretary or Treasurer for each financial transaction. In the occurrence where the Vice President, Secretary or Treasurer are not available to sign, the SMAA President may sign.
- Refund sports fees when applicable using the following parameters:
- Full refund to participants if the Diocese participation fee has not been paid.
 - If the Diocese participation fee has been paid; the refund will consist of the registration payment minus the Diocese participation fee.
 - If games have begun, no refunds will be processed to the participant unless approved by the President.
- Process fee waiver requests as approved by the President.
- The Treasurer will also be a member of the Executive Board and shall fulfill those responsibilities when required due to confidentiality concerns or issues which are time sensitive in nature.

Chairs

Scheduling Responsibilities

- Oversee the SMAA scheduling of fields and the Noble Center, in coordination with the parish staff, Commissioners and Diocese (via Doodlio)
- Have final authority over scheduling times at the Noble Center and Current St Matthew athletic fields.
- Maintain a real time schedule.
- Work with the school and parish offices to publicize the registration dates to the entire St Matthew's community.

Technology Responsibilities

- Maintain and update SMAA webpage on Parish Website and assist Commissioners with adding content from individual teams to the SMAA Social Media site.
- Create all sport and sports camp registrations in Team Snap for the purposes of collecting fees, waivers and participant information.

Concessions Responsibilities

- Coordinate with Commissioners, Scheduling Chair and the Diocese to provide concessions during all CYO contests held in the Noble Center.
- Coordinate with Commissioners for special events at the Current St Matthew athletic fields.
- Be responsible for stocking and staffing the concession stand.
- Coordinated with Commissioners to secure volunteers.
- The Chair may appoint additional individuals to serve as staff even if those people do not have students playing sports.

Grounds Crew Responsibilities

- Coordinate with Commissioners using the current St Matthew fields to accomplish field preparation.

- Notify Parish facilities Director and President of any potential hazards they notice at the current fields.
- Participate in fall and spring overseeding and aeration of the grass areas.
- Spray regularly for Poison Ivy and other invasive weeds along the borders of the property.
- Schedule maintenance of the parking areas (Order Gravel).

Admissions Responsibilities

- Coordinate with Commissioners, Scheduling Chair and the Diocese to staff ticket sales during all CYO contests held in the Noble Center.
- Coordinate with Commissioners for special events at the Current St Matthew athletic fields.

Commissioner Responsibilities

Financial

- Submit sports budget requests in excess of \$1,000 for approval by SMAA Commissioners.
- Work with the Treasurer to pay Diocese, league, tournament, and referee fees.
- Purchase equipment for the sport as needed and approved in budget.

Organize

- Commissioners may select coaches at their discretion.
- Submit rosters of potential coaches to St Matthew Compliance officer not less than 8 weeks prior to the start of practices via email. Please make certain to CC the President.
- Follow up with St Matthew Compliance officer, via email, to confirm that all coaches are certified. Please make certain to CC the President.
- Create teams and enter rosters into the Doodlio platform.
- Provide all rosters to the President in a timely manner for approval by the Pastor.
- Ensure all parents have electronically signed Diocese Waivers on Doodlio.
- Attend or send a representative to any required Diocese, Coaches or league meetings.
- Work with coaches to establish fair practice schedules and submit to the Scheduling Chair to reserve Facilities.
- Submit competition and practice schedules to the Scheduling Chair to reserve Facilities.
- Approve any requests by Coaches to participate in contests outside of the CYO program and notify the President.
- Ensure Team Snap and Doodlio are updated with the latest information for practices, games, locations, arrival times, uniform color, etc.

Game Day

- Ensure playing venues are prepped and ready for competition.
- Ensure that competition scores are reported to the diocese when required.

Coach Selection

- The determination of coaching positions at St. Matthews is within the jurisdiction of the Commissioner of each particular sport with approval by the Executive Committee.
- The safe environment coordinator shall be notified prior to the approval of a coaching candidate.
- The executive Board shall also reserve the right to make coaching changes at any time.
- The parish Priest reserves the right to make any coach changes deemed necessary for the well being of the teams or the Athletic program.
- All coaches must participate in the Protecting God's Children seminar, and have a background check completed.
- All coaches must participate in Play Like a Champion.
- All coaches must have a BCI background check on file with the Diocese and St Matthew compliance office.

Reporting and Code of Conduct enforcement

- Report any student athlete violation of the code of conduct policy as reported by the coach to the Executive Board.
- Investigate all allegations of violation of code of conduct policy or misconduct involving a coach, and report findings to the Executive Board.
- Investigate all student athlete or parent complaints. If involving misconduct of a student athlete that has not been reported by the coach, address the issue with the coach and parents. If the Commissioner is unable to resolve the issue it shall be reported to the Executive Board.
- Take any reported violation of policy seriously and address the issue as needed.

Head and Assistant Coaching Guidelines

Character

- All Coaches will treat the St Matthew's Athletic Program as a classroom with respect to their coaching approach and style.
- At all times, Coaches shall respect the athletic arena as a safe environment within which those Student Athletes in their charge can learn the imperative life lessons set forth in the SMAA Mission Statement.
- Lead by example.
- Resolve any minor incidents that might occur within the construct of team dynamics.
- Speak to individual Student Athletes should they get First Strike notice from the Commissioner, see Code of Conduct.
- Model behavior that is Catholic Christian and reflects well on St Matthew Parish, the school and our Catholic Faith as a whole.
- Lead by example and demonstrate a commitment to our Catholic Faith by regularly attending Mass.
- Commit to bringing their team to at least 1 Mass before or during their season. The Coaches and Student Athletes are welcome to wear their team uniforms.

Coaching

- Adhere to the policies and procedures set forth by the SMAA herein.
- Always treat the athletic arena as an additional classroom within which life lessons are taught.
- Promote teamwork, sportsmanship, and a desire to win.
- Hold parents accountable for modeling the same Catholic Christian behavior and sportsmanship which they themselves and the student athletes are held to.
- Make time sensitive decisions regarding cause for removal from a contest or practice involving a student athlete, parent or guest of parent. Such time sensitive decisions shall be at the discretion of the most senior Coach, Commissioner, Board Officer or Pastor, should any such person be in attendance.
- Any and all behavior involving any threatening behavior toward any official, coach or other parents will be made in a fair and impartial manner, regardless of the probable and improbable outcome of the game. In other words, Coaches will not hesitate to remove a Student Athlete from a game even if it will make the team short of the required number of players.
- Coaches will hold a parent meeting either prior to or at the first practice in order to clarify team rules.
- Coaches should ensure that there is always a parent, Safe Environment compliant, present with young non-adult coaches (anyone under the age of 18).
- The use of abusive or foul language by any coach, parent or guests of a parent will not be tolerated and will result in disciplinary actions imposed by the Commissioner of that sport, see description herein.
- Be knowledgeable about the sport they are coaching. If a volunteer does not feel they have adequate knowledge of a particular sport, that should not discourage them from volunteering as the SMAA will tutor the coaches as needed.
- Provide practices that stress skills and techniques at the specified levels of play.
- Remain at the practice/game site until all team members have been picked up.
- All coaches shall attend a meeting with the Executive Board and Pastor Prior to the beginning of the sports season.
- Make certain all facilities are locked before departing that facility.
- Collect SMAA uniforms and equipment at the end of the season.

Playing Time

- All Coaches shall adhere to Diocesan guidelines.

Team Selection

- Every effort will be made to create acceptable teams. If there are not enough student athletes signed up to create a team for a specific grade/age group, grades may be combined to create one or more equal teams. Every effort will be made to keep student athletes on a St. Matthew team; however, as a last resort other Diocesan schools may be contacted in order to place the student athlete on a team. If there is sufficient student athlete interest at a given grade level to form multiple teams in a sport, they will be formed based on the following team selection criteria: If there is more than one team for a specific grade, they will be divided evenly. Each coach will select one player at a time until all players are picked, or the sports Commissioner will split the teams up evenly with the assistance of the head coach. A workout may be conducted in order to evaluate the skills of the players before the teams are selected.

- For those sports which have Competitive/Developmental (C/D) formats, the commissioner will attempt to select a non-partial person to evaluate and select the C/D teams for the 7th and 8th grade teams. Coaches may be involved in the initial dialogue or may be approached for additional information if the non-partial person so desires. The sports commissioner shall oversee the process.
- If the Commissioner is unable to select a non-partial person, the sports commissioner along with another Athletic Board member will evaluate the team.
- In selecting teams, rideshare requests and other player or parent requests will be taken into consideration.

CURRENT SMAA BOARD CONTACT LINK

<https://smmustangs.org/board.php>

Fundraising By SMAA

Camps

- Individual sports may host a camp with written approval from the SMAA President in concert with the Scheduling Chair, should that position be created.
- In the event the SMAA creates a Scheduling Commissioner position, that Commissioner shall handle all Camp requests.
- Hold Harmless documents shall be signed and returned to the SMAA Secretary prior to any activities commencing at all St Matthew facilities.

No Unapproved Fundraising

- No sport camps or extra fundraisers, including candy sales, car washes, raffles, etc, shall be initiated by individual Commissioners or Coaches without prior approval of the SMAA Commissioners as a whole.

Fundraiser Proceed from Spiritwear, concessions and admission fees shall be placed in the General Fund of the SMAA. These funds shall be distributed per the direction of the SMAA Commissioners per voting and approval process herein.

Keeping our Children Safe

We strongly encourage all parents interested in volunteering or coaching at any point to please start the process as early as possible since the process can take up to 8 weeks.

To become a Coach you must complete the registration process through the St Matthew compliance coordinator, Michelle Lantz.

All compliance information is available on the St Matthew platform via the link below:

[Safe Environment Program - St. Matthew the Apostle Catholic Parish - Gahanna, OH](#)

Any Compliance questions may be addressed to Michelle Lantz MLantz@CDEducation.org or (614) 471-4930.

The CYO Diocese Coaching Requirements

Every coach must complete the requirements below before coaching their first practice. Once a coach completes all of the Diocesan requirements, coaches will be issued their coaching credentials. Every coach who is on a sideline or bench must wear their credential throughout the CYO event.

- Attend VIRTUS (Protecting God's Children)
 - Register at virtusonline.org.
 - Click the "First-time registrant" button on the left-hand side to create an account, or log in with your user ID and password if you previously created an account.
 - Select "Columbus, OH (Diocese)" in the drop-down menu.
 - *NOTE: Assistant coaches who are 16 & 17 years old are not required to complete VIRTUS
- Obtain a background check (BCI). Recommend using [Fast Fingerprints](#). Make sure the results are sent to the Diocesan Office (see the document below for the code). Complete the Concussion Awareness Course
 - This must be renewed every three years. View the NFHS [Concussion Awareness Course](#) for more information on the program.
- Complete Sudden Cardiac Arrest (SCA) training
 - This must be viewed every year. View the [SCAT video](#) now and download the [information sheet](#).
 - View the NFHS [Sudden Cardiac Arrest Course](#) for more information
- Play Like A Champion Coaches Training (required for Head Coaches only)
 - Head Coaches completed PLACT list found below (6-11-24)
- Sign the Coaches Code of Conduct
- [USA Football](#) (Tackle and Flag Football Head Coaches only)
- Attend the seasonal sport specific CYO coaches meetings. Every team must be represented by a coach from their team.

Head Coaches

- **Grade School:** 21 years of age or older
- **High School:** 25 years of age or older

Assistant Coaches

- **Grade School:** 16 years of age or older (2 deep policy is still required)
- **High School:** 18 years of age or older (graduated High School)

ALL OF THE ABOVE INFORMATION IS ACCESSIBLE VIA THE BELOW LINK

[Columbus CYO | Coaches](#)

PARENT REQUIREMENTS

At least one parent or guardian of every student athlete must complete Parent Like a Champion in order for their child to participate in athletics at St Matthew. Link below.

[Parent Like a Champion Workshop](#)