

OUR LADY OF PERPETUAL HELP ATHLETICS ADVISORY BOARD

Authority:

This board is created by the pastor of Our Lady of Perpetual Help Parish in Grove City, OH. The pastor shall appoint an Athletic Director and a Pastoral Coordinator whose jobs shall each be to serve the parish in accordance with the direction of the pastor. The Our Lady of Perpetual Help Athletics Advisory Board (OLPHAAB) will not conflict with any societal organization and shall be non-commercial and non-political and not engage in any commercial enterprise.

Mission Statement:

- To use athletic programs to instill gospel values and the teachings of Jesus Christ.
- Provide athletic programs in which our parish children can participate and provide opportunities to build traits such as dignity, respect, self-discipline, cooperation, teamwork and honesty.
- Through the monitoring of our programs and with the support of parents, parish administration, school administration and school faculty we will create faith based programs that promote Christian community that will help nourish and nurture Our Lady of Perpetual Help Parish.

Board Organization:

- The board will consist of eleven (11) member positions. These positions and terms are described herein. The Organization shall be called The Our Lady of Perpetual Help Athletics Advisory Board (OLPHAAB).
- Appointments to the board will be made by a vote of the members of the board at the time and place determined by the board.
- The board will act in accordance with The Catholic Diocese of Columbus Recreation Association and abide by their constitution as adopted in October 2005.
- The board function will be to administer all athletic programs for the parish in addition to the Columbus Diocesan Recreation Association programs.
- The board function will be to ensure and provide healthy, safe, faith-filled and fair sports programs to all children and young adults in the parish. Further, the board will ensure the safety of these children through enforcement of Diocesan training programs and by providing equipment and facilities that meet the safety standards for competition.
- The Finances of the board will be handled by the Parish Accountant.
- The OLPHAAB fiscal calendar runs from July 1st through June 30th of the following year.
- Meetings by board members will be held at a time known to be convenient to the board members.

All members of the OLPHAAB shall be elected to a two year term.

All positions have the following common responsibilities:

- Attend monthly OLPHAAB meetings.
- Participate in fundraising activities.

The individual positions and their responsibilities are described below:

Boys and Girls Athletic Commissioners:

These two positions will be responsible for the overall administration of their respective boys or girls programs. The responsibilities of these positions are described below:

- Involve their respective Boys and Girls Grade School Athletic Commissioners with all aspects of their respective sports program.
- Select coaches for all sports programs administered by the Diocesan Recreation Association within the guidelines of the OLPHAAB and recommend such coaches to the board for consideration.
- Conduct education and supervision of all coaches in these programs.
- Monitor enforcement of volunteer requirements for coaches in accordance with Diocese of Columbus and OLPHAAB. This includes, but is not limited to, the proper registration of coaches in BCI fingerprinting, the Protecting God's Children (PGC) Program and the "Play Like a Champion Today" seminar.
- Oversee the scheduled use of gym and fields with coaches and ensure that each coach maintains such facilities.
- Ensure distribution of all forms needed to participate in each sport as well as the procurement of all necessary uniforms and equipment for each sport.
- Make sure all equipment, materials, procedures and security are in place to use facilities for all practices and games.
- Participate in necessary fundraising to maintain the programs.
- Recommend changes to improve programs.
- Inform the OLPHAAB of any problems or potential problems with Our Lady participants, parents and fans or other parish coaches, participants and fans;
- Conduct signups for all 4th through 8th grade sports for the Our Lady Diocesan Recreation Association participants.
- Conduct signups for all 9th through 12th grade sports for the Our Lady CYO participants.
- Complete all forms for players and teams as required by the OLPHAAB and the Diocesan Recreation Association and ensure timely delivery and completion of such forms as required by the Diocesan Recreation Association.
- Develop and coordinate coordinators for each respective sport to assist in helping the Athletic Director with administration of these programs.
- Conduct camps and special programs to continue to develop interests in the OLPHAAB programs.
- Notify Facilities Manager when repairs of athletic facilities are needed.

Boys and Girls Grade School Athletic Commissioners:

The Grade School Athletic Commissioners will be responsible for the 4th through 6th grade teams of their respective boys or girls programs. These individuals work directly with

their program's respective Athletic Commissioner to assist them with his/her responsibilities.

K-3 Athletic Commissioner:

This position will be responsible for the overall administration of Kindergarten through 3rd Grade program. The responsibilities of this position are described below:

- Select coaches for all sports programs administered by the OLPHAAB for the Kindergarten through 3rd grades within the guidelines of the OLPHAAB and recommend such coaches to the board for consideration.
- Conduct education and supervision of all coaches in these programs.
- Monitor enforcement of volunteer requirements for coaches in accordance with Diocese of Columbus and OLPHAAB. This includes but is not limited to the proper registration of coaches in BCI fingerprinting and the Protecting God's Children (PGC) Program.
- Oversee the scheduled use of gym and fields with coaches and ensure that each coach maintains such facilities.
- Ensure distribution of all forms needed to participate in each K-3 sport as well as the procurement of all necessary uniforms and equipment for each K-3 sport.
- Make sure all equipment, materials, procedures and security are in place to use facilities for all practices and games.
- Participate in necessary fundraising to maintain the programs.
- Recommend changes to improve programs.
- Inform the OLPHAAB of any problems or potential problems with Our Lady participants, parents and fans or other parish coaches, participants and fans.
- Conduct signups for all Kindergarten through 3rd grade sports for the parish children.
- Develop and coordinate coordinators for each respective sport to assist in helping the Athletic Director with administration of the K-3 programs.
- Conduct camps and special programs to continue to develop interests in the OLPHAAB programs.

Communications Liaison:

The responsibilities of the Communications Liaison are listed below:

- Communicate with the parents, faculty and other parish organizations (such as the Knights of Columbus, Health and Wellness, PSR, etc..) regarding the functioning of the athletic programs.
- Prepare articles for all channels of parish communication including, but not limited to, the Parish bulletin, electronic mail distribution lists and school communication channels.
- Distribute signups to all organizations in which parish children participate especially the Parish School of Religion (PSR) program.
- Attend other parish board meetings, if necessary.
- Communicate with other Parish organizations the use of the facilities and the schedule of use of those facilities.

- Work with the Parish and school administration to ensure information is accurate and distributed through all media outlets.
- Coordinate with Athletic Director, the Athletic Commissioners for the Boys and Girls programs and the K-3 Athletic Commissioner the procedures necessary to help with the distribution of this information.
- Handle all requests for information from other organizations within the parish and coordinate with the Board, responses and responsibilities for complying with all Diocesan security mandates. (PGC and fingerprinting).
- Assist the Athletic Director with the election process. This includes communicating the positions that are available for the current elections, coordinating the list of those interested in positions and assisting the Athletic Director and Pastoral Coordinator with the interviews for those interested in the positions.

Concessions and Awards Coordinator:

The responsibilities of this position will be to assist the Boys, Girls and K-3 Athletic Commissioners with concessions and awards for their respective athletic programs. The responsibilities are as follows:

- Help maintain inventory of the inside and outside concession areas when necessary.
- Coordinate ordering and delivery of end of season awards.
- Notify Facilities Manager when repairs of concession areas are needed.
- Assist Fundraising Coordinator with recruitment of volunteers to help staff fundraising events for concessions.

Facilities Manager:

The responsibilities of the Facilities Manager are listed below:

- Maintain the facilities for which the OLPHAAB is directly responsible.
- Assist the Parish Facilities Manager with any projects that affect the Parish facilities that Athletics uses.
- Administer the security of the facilities for which the OLPHAAB is directly responsible.

Fundraising Coordinator:

The responsibilities of this position will be to assist the Athletic Director with the coordination and implementation of all fundraising activities that are conducted by the OLPHAAB. The responsibilities are as follows:

- Coordinate and maintain sponsor lists for fundraising events.
- Contact previous and potential new sponsors for fundraising events.
- Work with Communications Liaison and Secretary to help publicize fundraising events.
- Coordinate recruitment of volunteers to help staff fundraising events.

Secretary:

The responsibilities of the Secretary are listed below:

- Record and prepare minutes for the monthly OLPHAAB meetings.
- Ensure the distribution of the minutes to all OLPHAAB members and other pertinent Parish organizations.
- Maintain a close working relationship with the Communications Liaison.
- Maintain all contact information of OLPHAAB members and distribute this information to all OLPHAAB members and other pertinent Parish organizations.
- Maintain a record of all OLPHAAB amendment and policy changes.
- Record changes of any policies and procedures for each sports program and catalog, summarize and deliver these changes to the OLPHAAB in a timely fashion.
- Help maintain the OLPHAAB calendar information.

Uniform and Equipment Coordinator:

The responsibilities of this position will be to assist the Boys, Girls and K-3 Athletic Commissioners with uniforms and equipment for their programs. The responsibilities are as follows:

- Assist individual sport commissioners with inventory of equipment necessary for the athletic programs.
- Assist all athletic programs with uniform sizing for participants.
- Maintain master list of uniform numbers assigned by sport in the 4th through 8th grade programs.
- Work with vendors to assure timely ordering and delivery of necessary uniforms and equipment.

Appointment and Election of Board members:

- The list of the open positions will be communicated at the beginning of April;
- Interested parties may nominate themselves until the end of April;
- Any necessary interviews for the interested parties will be conducted in May by the Athletic Director, the Pastoral Coordinator and the Communications Liaison;
- Elections will be conducted at the June meeting and all board members will have one vote each;
- Confirmation of positions will be based on the majority of board votes;
- The Athletic Director and Pastoral Coordinator shall maintain and decide all tie breaker votes.
- Elections for the following positions will be conducted in even numbered years:
Boys Athletic Commissioner
Communications Liaison
Fundraising Coordinator
Girls Athletic Commissioner
K-3 Athletic Commissioner
- Elections for the following positions will be conducted in odd numbered years:
Boys Grade School Athletic Commissioner
Concessions and Awards Coordinator
Facilities Manager
Girls Grade School Athletic Commissioner

Secretary
Uniform and Equipment Coordinator

The newly elected board members will take their positions starting in July.

Purpose and Business Before the Board:

The board shall determine policies for participation by children and parents of the parish. At no time shall such business interfere with any other parish organization. All decisions will be subject to final approval by the Athletic Director and the Pastoral Coordinator. Decisions made by the Pastoral Coordinator and Athletic Director shall be final. Appeals to the Pastor will be referred back to the Pastoral Coordinator and Athletic Director.

Policy Updates/Revisions

Date	Board Approved	Description
02/05	Approved	Policy Issued
1/22/07	Approved	Wording changes to reflect OLPHAAB structure.
5/2/2011	Pending	Changes to further describe the responsibilities of each position on the OLPHAAB.