



Mater Dolorosa School CYO Basketball Governance Document

Article I

Name & Purpose

- The organization Mater Dolorosa School CYO Basketball (aka MD School CYO), is a program of Our Lady of the Cross Parish, Holyoke, MA.
- The purpose of MD School CYO is to provide children of Our Lady of the Cross Parish and Mater Dolorosa School an opportunity to play basketball in the Western Mass CYO Basketball League.

Article II

Officers of the Organization

The executive committee of the MD School CYO shall be Pastor of Our Lady of the Cross Parish, Holyoke, MA, the Coordinator and the Co-Coordinator/Assistant Coordinator.

The Pastor of Our Lady of the Cross Parish (aka the Pastor)

- The Pastor is the final decider of all matters relating to the MD School CYO.
- The Pastor or a friar/priest of their appointment shall be engaged and involved in the daily operations of MD School CYO at their discretion.

The Coordinator

Eligibility

- The Coordinator must have a valid CORI Report on file with Our Lady of the Cross Parish or Mater Dolorosa School.
- Members of the parish shall be given preference over non-parishioners.
- Candidates do not need to have an active player in the MD School CYO, a student at Mater Dolorosa School or a child at Our Lady of the Cross Parish.
- The Pastor sets all other eligibility requirements.

Appointment/Approval

- The Coordinator is appointed/approved by the Pastor of Our Lady of the Cross Parish.
- The Pastor does not have to qualify or justify their appointment to the MD School CYO, Our Lady of the Cross Parish, or any other body.

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Purpose & Authority

- The Coordinator shall be the executive officer and chief financial officer of the MD School CYO, and is responsible for the day to day operations and decisions for the program.
- The Coordinator, or their designee, shall be responsible for keeping all financial records of the MD School CYO.
 - o If the Coordinator appoints a designee to keep the financial records, the position will be called the Financial Secretary.
 - o See the section about Financial Secretary for more information.
- The Coordinator shall serve as the main conduit between MD School CYO and Our Lady of the Cross Parish, Mater Dolorosa School and Western Mass CYO.
- The Coordinator will have deciding authority over all MD School CYO matters, with the Pastor having veto/overriding authority.
- The Coordinator may assign functions/duties to the Co-Coordinator, Advisory Committee or other volunteers as needed, with the approval of the Pastor.
- The Coordinator must fulfill all additional responsibilities as outlined in other articles of this governance document.
- The Coordinator is the decider of any topic/situation/issue relating to MD School CYO that is not specifically mentioned in this governance document.
 - o If a new topic/situation/or issue arises the Pastor should be informed.
 - o The governance document should be amended to cover the topic/situation/issue going forward.

Term

- The appointment is a one year term which begins on July 1st, and expires at the end of the Fiscal Year, which is on June 30th of the following year.
- There are no term limits, other than the re-appointment by the Pastor.
- The Pastor may choose to not re-appoint for another term with or without cause.

Removal

- Failure to adhere to the practices outlined in this governance document may result in temporary suspension or permanent removal.
- The Coordinator may be suspended or removed for cause by the Pastor at any point before, during or after the season.

The Assistant/Co-Coordinator (aka the Co-Coordinator)

Eligibility

- The Co-Coordinator must have a valid CORI Report on file with Our Lady of the Cross Parish or Mater Dolorosa School.
- Candidates do not need to have an active player in the MD School CYO, a student at Mater Dolorosa School or a child at Our Lady of the Cross Parish.
- The Coordinator sets all other eligibility requirements.

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Appointment & Approval

- The Co-Coordinator is appointed by the Coordinator
- The appointment must be approved by the Pastor.

Purpose & Authority

- The Co-Coordinator shall assist the Coordinator with day to day operations, and also be a conduit to Western Mass CYO.
- In the absence of the Coordinator, the Co-Coordinator shall assume the responsibility of running all meetings and conducting any emergency business on behalf of MD School CYO.
- In the event the Coordinator steps down or is removed during the season, the Co-Coordinator shall assume the duties and responsibilities of the Coordinator for the balance of the season, or until such time that Pastor appoints a replacement.
- The Co-Coordinator must fulfill additional responsibilities as outlined in other articles of this governance document.

Term

- The appointment is a one year term which begins on July 1st, and expires at the end of the Fiscal Year, which is on June 30th of the following year.
- There are no term limits, other than the re-appointment by the Coordinator, and approval by the Pastor.
- The Coordinator or Pastor may choose to not re-appoint for another term with or without cause.

Removal

- Failure to adhere to the practices outlined in this governance document may result in temporary suspension or permanent removal.
- The Co-Coordinator may be suspended or removed for cause by Coordinator, with the approval of the Pastor at any point before, during or after the season.

Financial Secretary (Optional)

Eligibility

- The Financial Secretary must have a valid CORI Report on file with Our Lady of the Cross Parish or Mater Dolorosa School.
- The Co-Coordinator may be appointed the Financial Secretary.

Appointment & Approval

- The Coordinator shall serve as the financial secretary, unless they appoint an alternate.
- An alternate financial secretary must be approved by the Pastor.

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Purpose & Authority

- If a Financial Secretary is appointed, the Coordinator is still the chief financial officer.
- If the Financial Secretary is not the Coordinator or Co-Coordinator, then they will be part of the Advisory Committee, and be subject to all governance of the Advisory Committee.
- Unless the Coordinator, Co-Coordinator, or Pastor is serving as Financial Secretary the position is not part of the Executive Committee.
- The Financial Secretary is bound by the Financial Policies outlined in Article VII.
- The Financial Secretary must fulfill all additional responsibilities as outlined in other articles of this governance document.

Term

- The appointment is a one year term which begins on July 1st, and expires at the end of the Fiscal Year, which is on June 30th of the following year.
- There are no term limits, other than the re-appointment by the Coordinator, and approval by the Pastor.
- The Coordinator may choose to not re-appoint for another term with or without cause.

Removal

- Failure to adhere to the practices outlined in this governance document may result in temporary suspension or permanent removal.
- The Financial Secretary may be suspended or removed for cause by the Coordinator and Pastor at any point before, during or after the season for cause.

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Article III

Advisory Committee

There shall be an Advisory Committee (aka the Committee) to assist the Coordinator and Co-Coordinator with the day to day operations and management of the MD School CYO.

Eligibility

- To be eligible to be a member of the Committee, the individual must be an active volunteer that is involved in helping to run the MD School CYO, or make a commitment to help manage a particular component of the program and assist in the day to day functions.
- While coaching is a very important and vital part of MD School CYO, coaching in and of itself does not constitute being an active volunteer; the volunteer must be engaged in additional aspects of MD School CYO.
- All Advisory Committee members must have a valid CORI Report on file with Our Lady of the Cross Parish or Mater Dolorosa School.

Appointment & Approval

- Any eligible volunteer may be invited to join the Advisory Committee by joint decision of the Coordinator and Co-Coordinator.
- Interested volunteers may also self-nominate, by notifying the Coordinator in person or in writing.
- All appointments must be approved by the Coordinator, the Co-Coordinator and Pastor before they are official.
- Appointments can happen at any point during the year.
- The Coordinator, Co-Coordinator, or Pastor may choose to not appoint with or without cause.

Composition

- The Committee shall be comprised of no more than six members, in addition to the Pastor, the Coordinator, and the Co-Coordinator.
- No more than three of the members, excluding the officers, shall be coaches.
- Every effort shall be made to have a diverse membership across all age groups and genders. Also, a balance of Our Lady of the Cross Parish, outside community members, and Mater Dolorosa School members shall be engaged.

Purpose & Authority

- The Committee shall serve in an advisory capacity to Coordinator.
- All matters discussed and ultimately voted on are recommendations.
- The Coordinator is not bound by decisions, or votes of the Committee; however they are not to be taken lightly.
- If the Coordinator chooses to go against the decision of the Committee, then the Pastor should be informed of the decision prior to proceeding.
- Committee members do not have the authority to engage in business or represent the MD School CYO for the purpose of agreements or contracts, either written or oral without the permission of the Coordinator or Pastor.
- The Committee has the ability to propose new rules, amend current rules, or remove rules from the Mater Dolorosa School CYO Basketball Rules.

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- The Committee has the authority to request information or discussion on all matters relating to MD School CYO, unless said topic is specifically noted in the governance as outside their scope.
- Advisory Committee members may be assigned other tasks and responsibilities by the Coordinator.
- Advisory Committee member must fulfill additional responsibilities as outlined in other articles of this governance document.

Term

- The term shall be from the time of appointment until the end of the current fiscal year, June 30th, in which the appointment was made.
- If the committee member wishes to extend their appointment for another year, they should notify the current Coordinator prior to the expiration of their term.
- There are no term limits.
- The Coordinator, Co-Coordinator, or Pastor may choose to not re-appoint with or without cause.

Removal

- Failure to adhere to the practices outlined in this governance document may result in temporary suspension or permanent removal.
- Committee members may be suspended or removed before, during or after the season for cause by consensus of both the Coordinator and Co-Coordinator, with the approval of the Pastor.

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Article IV Coaches

For the terms of this document the term Coach shall be used to represent both the Head Coach and any/all Assistant Coaches in Mater Dolorosa School CYO.

Eligibility

- Coaches must have a valid CORI Report on file with Our Lady of the Cross Parish, Mater Dolorosa School or Western Mass CYO.
- When filling a new position or a vacant position, parents/guardians of Our Lady of the Cross Parish and/or Mater Dolorosa School shall be given preference.

Appointment & Approval

- It is the responsibility of the Coordinator, Co-Coordinator and Advisory Committee to locate qualified candidates to fill coaching positions for each team.
- Coaches are appointed by consensus of the Coordinator and Co-Coordinator.
- A list of all candidates will be provided to the principal of Mater Dolorosa School before appointment.
- The Pastor must approve the appointments.

Purpose & Authority

- Coaches are responsible for their teams, and the actions of their team on and off the court during practice, Western Mass CYO games, and any other approved tournaments.
- Coaches are responsible to notify the Coordinator or Co-Coordinator of any issues or complaints.
- Coaches may propose rule changes or additional rules to the Coordinator, Co-Coordinator or Advisory Committee.
- Coaches are required to follow all rules of both the MD School CYO and Western Mass CYO.
- Coaches may set team rules.
 - o The players and Coordinator must be informed in writing of all team rules.
 - o The Coordinator, Co-Coordinator and Advisory Committee shall review the rules.
 - o Team rules may not be in conflict with or override MD School CYO or Western Mass CYO rules.
 - o With a consensus of the Coordinator and Co-Coordinator, all or any part of the team rules may be changed or removed.
- Coaches must fulfill additional responsibilities as outlined in other articles of this governance document.

Term

- Coaches are appointed for a single season.
- If the coach wishes to be reappointed for the next season they should notify the Coordinator of their intent.
- The Coordinator, Co-Coordinator, and or Pastor may choose to not reappoint with or with cause.

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Removal

- Failure to adhere to the practices outlined in this governance document may result in temporary suspension or permanent removal.
- Coaches may be removed for cause during the season by consensus of the Coordinator and Co-Coordinator, with the approval of the Pastor.
- Additionally the Western Mass CYO may call for the removal of a coach for cause.

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Article V Referees

Eligibility

- The Coordinator and Co-Coordinator are the judges of a referee's qualifications and their abilities.
 - o The Advisory Committee, Coaches and parents may provide input but the consensus of the Coordinator and Co-Coordinator are the deciding factor.
 - o While preferred, a referee is not required to be certified, unless Western Mass CYO requires certification.
- High School aged referees are permitted, but will be restricted to 2nd grade, and 3rd and 4th grade divisions, unless otherwise approved by consensus of the Coordinator and Co-Coordinator.

Appointment /Approval

- Referees are appointed/approved by consensus of the Coordinator & Co-Coordinator.

Purpose & Authority

- The Coordinator, Co-Coordinator, Advisory Committee, and Coaches are responsible for building an active pool of referees.
- All referees will be provided a copy of both the MD School CYO Rules and the Western Mass CYO Rules prior to officiating their first game of the season at MD School CYO.
- The Coordinator must approve the referees' schedule(s) prior to issuance and notification of the referees.
- The Coordinator and Co-Coordinator shall set all referee pay rates.

Term

- The term for referees is the current season.
- Referees maybe invited back each season, with the consensus of the Coordinator & Co-Coordinator.

Removal

- The Coordinator reserves the right to remove a referee from future scheduled games, with or without cause.
- The Coordinator reserves the right to remove a referee from the active pool for future seasons, with or without casue.

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Article VI

Players

- The Coordinator, Co-Coordinator, and Pastor will set the eligibility criteria relating to the parish, school and community; the criteria may not be in conflict with Western Mass CYO criteria.
- The Advisory Committee will be consulted if the criteria is to be changed.
- Players outside of the criteria who have participated on a MD School CYO team in prior years will be allowed to continue to play with MD School CYO, unless their future play is in conflict with Western Mass CYO Rules.
- MD School CYO follows the Western Mass CYO Rules relating to maximum age and grade levels.
- Rules regarding minimum ages, and the ability of a player to play on a team above their grade level are set by the consensus of the Coordinator and Co-Coordinator.
- Current eligibility rules are to be published in writing as part of the MD School CYO Rules.
- MD School CYO may suspend, temporary or permanently, any player for cause.
 - o Prior to suspension the player and their parents will be notified, and a meeting set up to review the situation.
 - o The Coordinator, Co-Coordinator and Pastor will be the deciding group; the Western Mass CYO will be consulted prior to any suspensions.
- Western Mass CYO may suspend, temporary or permanently, any player for cause in accordance with their rules and procedures.

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Article VII Meetings

Advisory Committee Meetings

- Regular Advisory Committee meetings will begin the end of August or beginning of September and run through the end of the season.
 - o There will be a minimum of one meeting in August/September, October, and November.
 - o There will be a minimum of two meetings in December, January, and February.
 - o Meetings between March and August will be at the Coordinator's discretion.
 - o A final meeting will be set once all end of year documentation is complete.
 - o The above meetings are the minimum meeting requirements; additional meetings may be called by the Coordinator as needed.
- Advisory Committee meetings are closed group meetings.
 - o Only the Coordinator, Co-Coordinator, Pastor and Advisory Committee members will be allowed to attend.
 - o The Coordinator may invite other attendees if they are key to the topics being discussed, additional attendees may be asked by the Coordinator to leave once their topic is complete.
 - o Any individual that is not part of the Advisory Committee may request a topic be discussed/reviewed; topics should be submitted to the Coordinator prior to the meeting.
- All Advisory Committee members, including Coordinator, Co-Coordinator and Pastor, must be notified in advance of all meetings; when possible an agenda/topic list will be distributed prior.
- There is no quorum necessary for the meetings, as long as all members were notified.
 - o In the event of a large/major decision and less than half of the Advisory Committee in attendance, the Coordinator will make an attempt to seek the input of the Advisory Committee members not in attendance.
 - o The Coordinator will report back to the entire group the outcome of the additional input.
- Any matters regarding personal issues involving players, coaches, referees, other individuals, groups, or programs associated Western Mass CYO will be discussed/reviewed in Executive Session, and matters discussed will be considered confidential. See Executive Session for more details.
- Notes will be taken at all Advisory Committee meetings and copies of the notes will be distributed to Advisory Committee members, the Coordinator, the Co-Coordinator, and the Pastor.
 - o Notes of Executive Session will only record the topic discussed and any final recommendations made.
- Advisory Committee meetings may be cancelled or postponed in the event of inclement weather; the meetings will follow the Inclement Weather rules found in the MD School CYO Rule.
 - o If the meeting is cancelled or postponed, the Coordinator will notify the Advisory Committee of the topics to be discussed and they will be polled about a potential rescheduling.
 - o If a majority of the Advisory Committee wishes to reschedule the meeting then every attempt will be made to reschedule.

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Parents' Meeting(s)

- There will be a parents' meeting held at the beginning of the season, prior to the start of game play.
- It is required that the date, time, and place of the parents' meeting be on the registration forms, so the parents have ample notification.
- The meeting is considered mandatory; therefore at least one parent, guardian, or responsible adult family member should be in attendance.
 - o A form of attendance will be taken at the meeting.
 - o If it is impossible for an appropriate family member to attend, then the Coordinator should be contacted prior to the meeting.
 - o It is the families' responsibility to contact the Coordinator to receive any information and complete any documentation from the meeting.
- The meeting will be conducted by the Coordinator or their appointee.
- The meeting is informational; any input from parents in attendance is considered advisory.
- At the meeting the parents will be provided:
 - o An oral presentation of the end of year finances from the prior year.
 - o Copies of the current MD School CYO Rules.
 - o Copies of the current Governance and Western Mass CYO Rules will also be available for the parents to review. If they would like printed copies, then arrangements will be made to provide printed copies.
 - o Any planned fundraisers will be presented, including the information required by the Financial Policies in this document.
 - o General season schedule.
 - o Review Service Hour & Volunteer Policies.
- At the Coordinator's discretion, additional parents' meetings of the entire MD School CYO or individual teams may be called.

Coaches' Meeting(s)

- There will be a mandatory coaches' meeting held prior to the start of practices, for both head coaches and assistant coaches.
- At this point the head coaches will be issued their keys to the building and the ball bin.
- Coaches will be provided with updated/current copies of:
 - o Western Mass CYO Rules
 - o MD School CYO Rules
 - o MD School CYO Governance
- The upcoming season will be the topic.
- Coaches will be given a chance to provide input during the meeting.
- Coaches' meetings are closed group meetings.
 - o Only coaches, Coordinator, Co-Coordinator and Pastor will be allowed to attend.
 - o The Coordinator may invite other attendees if they are key to the topics being discussed; additional attendees may be asked by the Coordinator to leave once their topic is complete.
- Any matters regarding personal issues involving players, coaches, referees, other individuals, groups, or programs associated Western Mass CYO will be discussed/reviewed in Executive Session, and matters discussed will be considered confidential. See Executive Session for more details.

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- Notes will be taken at all coaches' meetings and copies of the notes will be distributed to Advisory Committee members, the Coordinator, the Co-Coordinator, and the Pastor.
 - o Notes of Executive Session, will only record the topic discussed and any final recommendations made.
- Additional coaches' meeting may be called by the Coordinator, including an end of season meeting.

Referees' Meeting(s)

- The Coordinator shall determine the need for a Referees' Meeting(s).
- All referees listed in the MD School CYO pool will be invited to the meeting.
- Referees' meetings are closed group meetings.
 - o Only Referees, Coordinator, Co-Coordinator and Pastor will be allowed to attend.
 - o The Coordinator may invite other attendees if they are key to the topics being discussed; additional attendees may be asked by the Coordinator to leave once their topic is complete.
- Any matters regarding personal issues involving players, coaches, referees, or other individuals, groups, or teams associated will be in Executive Session, and matters discussed will be considered confidential. See Open & Executive Session(s) for more details.
- Notes will be taken at all referees' meetings and copies of the notes will be distributed to Advisory Committee members, the Coordinator, the Co-Coordinator, and the Pastor.
 - o Notes of Executive Session, will only record the topic discussed and any final recommendations made.

Western Mass CYO Coordinators Meetings

- The Coordinator and/or Co-Coordinator should attend all Western Mass CYO meetings.
- The Coordinator or Co-Coordinator are free to represent and vote on topics as they feel are in the best interest of the MD School CYO.
- They may both act and commit MD School CYO to obligations and enter into agreements/contracts without outside approval, unless they are prohibited elsewhere in this document.
- They shall bring any topics or relevant information back to the coaches, parents, and Advisory Committee in an appropriate manner and time frame.
- In the event that neither the Coordinator nor Co-Coordinator can attend a given meeting, then the Coordinator may appoint someone to attend in their place.
 - o The appointment is for that specific meeting only.
 - o The appointee is acting on behalf of the Coordinator, and will fill the Coordinators seat/position for any votes.
 - If the Coordinator has expressed that they wish the appointee to vote for a specific outcome, they are required to vote that way.
 - If the appointee disagrees, then they must notify the Coordinator at the time of instruction, and the Coordinator may remove the appointee and replace them with another appointee.
 - o In the event a new topic is discussed and a vote is required, the appointee should vote in the best interest of the MD School CYO as a whole.
 - o The appointee cannot commit or obligate MD School CYO for anything unless they have prior instruction from the Coordinator or they contact the Coordinator prior to obligation.
 - o The appointee should, either orally or in writing, within 48 hours of the meeting report on the topics of meeting and any pending votes, obligations, or paperwork to the Coordinator.

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Open and Executive Session(s)

- **Open Session(s)**

- In general all meetings are to be conducted in open session, and the topics discussed are not protected by confidentiality unless stated elsewhere in this governance document.
- Even if a meeting is a closed group, the meeting will be conducted in open session and notes taken.
- Notes will be taken at all open session meetings and copies of the notes will be distributed to Advisory Committee members, the Coordinator, the Co-Coordinator, and the Pastor.
- Any other individuals requesting copies of the notes must request them from the Pastor; it will be the Pastor's decision on a case by case basis if the notes will be shared.

- **Executive Session(s)**

- Any matters regarding personal or disciplinary issues involving players, coaches, referees, or other individuals, groups, or teams associated with MD School CYO will be in Executive Session.
- Matters discussed in Executive Session will be considered confidential and may only be shared/discussed with those in attendance, the Coordinator, Co-Coordinator, and the Pastor.
- Any attendee at a meeting may ask to move into Executive Session to discuss a personal/private matter.
- Notes are to be kept during Executive Session(s).
 - Meeting notes that are distributed to groups will only show the topic and any outcome or resolution; no details are published in general notes.
 - Detailed notes are to be confidential and sealed.
 - Copies of the detailed notes can be provided to the Coordinator, Co-Coordinator, or Pastor if requested, but are confidential to that group only.
 - Any individual or group that wants access to the sealed notes must request them from the Pastor, and will be provided by the Pastor at their discretion.
- Once the personal matter is complete, the group should move back into open session before conducting any other business.
- Disciplinary meetings will be held in Executive Session, and only the Coordinator, Co-Coordinator, Pastor, and those involved with the specific issue will be allowed in attendance.
 - Western Mass CYO officers, board members or their designee(s) may be allowed dependent upon the nature of the issue.
 - All items discussed in the meeting are to be considered confidential.
 - Notes of disciplinary meetings will be taken; copies of the notes will only be provided to the Pastor, Coordinator, and Co-Coordinator.
 - Parties involved may request copies of the notes from the Pastor. It will be the Pastor's decision on a case by case basis if the notes will be shared.
- If all parties necessary to resolve a personal or disciplinary issue are not in attendance, the Coordinator may schedule a separate Executive Session to resolve that issue.
 - Every effort will be made to find a meeting time that is convenient to all parties.

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- If a common time cannot be reached in a reasonable time frame, then by the consensus of the Coordinator, Co-Coordinator, and Pastor a meeting time may be set without all parties present.
- If one of the parties involved fails to attend or is unwilling to attend, then the matter can be resolved with only the information presented at the meeting.

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Article VIII Financial Policies

General

- MD School CYO shall run on a fiscal year of July 1st through June 30th of the next year.
- Prior to the start of the season, the Coordinator will be required to review with the Pastor, the current financial arrangements and requirements between MD School CYO and Our Lady of the Cross Parish; including reporting.
- Our Lady of the Cross Parish does not charge MD School CYO for use of the Pope Saint John Paul II Social Center.
- In lieu of payment, the MD School CYO is required to make an annual contribution to Our Lady of the Cross Parish.
 - o The contribution may either be monetary or in the form of an improvement that is beneficial to Our Lady of the Cross Parish or Mater Dolorosa School.
 - o The Advisory Committee, during the course of the season, will make a recommendation about the contribution.
 - o The final approval of the contribution and the amount is the decision of the Coordinator and the Co-Coordinator, with the approval of the Pastor.

Bank Accounts

- All bank accounts for MD School CYO must be maintained in accordance with the rules and regulations of the Springfield Diocese.
- The Pastor, Coordinator, and the Financial Secretary, if one is appointed, shall all be signers on all bank accounts relating to MD School CYO.
- All bank statements are to be mailed directly to the Pastor, who will review and forward to the Coordinator.
- All bank accounts are to be reconciled on a monthly basis, and reporting kept.
 - o If the Coordinator is not keeping the checkbook, then reconciliation should be reported to the Coordinator each month.
 - o The Coordinator or the Pastor may request to see any bank account registers at any point.
 - o The Pastor may request copies of the reports at any time.

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Reporting

- Basic financial statements must be produced on a quarterly basis and final reconciled financial statements must be produced after the end of the fiscal year, June 30th.
 - o The Pastor, Coordinator, and Co-Coordinator must all be presented written copies of the basic financial statements.
 - The Pastor, Coordinator, and Co-Coordinator may request detailed analysis on part of or the complete financials
 - The details must be reported within a reasonable time frame, which shall be set in agreement by the requestor and the reporter.
 - o The Pastor may request updated financial statements at any time and they must be presented within a reasonable time frame, which shall be set by the Pastor and the reporter.
 - o Written financial statements will only be provided to the Pastor, Coordinator, and Co-Coordinator; any other written copies must be approved by the Pastor prior to issuance.
- A general oral financial report of the prior season is to be provided to the parents at the annual parents' meeting held at the beginning of each season.
- The Advisory Committee will be provided oral reports of the MD School CYO finances periodically at the committee's meetings.

Spending Policy

- Any spending must be approved by the Coordinator or Co-Coordinator prior to purchase.
- Items are to be purchased by the appointed person, and they will be reimbursed by check from the MD School CYO.
 - o The original receipt, or a copy of it, is required for all reimbursements.
 - o The receipt or copy of it will be retained by MD School CYO for their records.
- Any purchase of a single item valuing \$250 or more must be approved by the Pastor and Coordinator prior to purchase; the Advisory Committee should also be informed of the purchase.
- If a large purchase is being made and the vendor is willing to accept a check as payment then arrangements will be made to pay the vendor directly by check.
 - o The exact amount of purchase must be known.
 - o No "blank" checks, or checks with "blank" dollar amounts will be issued.

Donations

- From time to time MD School CYO is called up to help support Our Lady of the Cross Parish, Mater Dolorosa School, and the community as a whole or as individuals, in the form of a donation.
- Donations requested may be in the form of time, talent, or monetary.
- With a consensus of both the Coordinator & Co-Coordinator, donations of \$100.00 and less may be authorized without additional approval. The Pastor and Advisory Committee should be notified of the donation.
- For donations exceeding \$100.00, in addition to the consensus of the Coordinator & Co-Coordinator, the Pastor must approve the donation prior to commitment or issuance of funds.

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Fundraising & Tournament Hosting

- Small fundraising opportunities designed to raise \$250 or less must be approved by a consensus of the Coordinator & Co-Coordinator prior.
 - o The Pastor should be informed prior to the fundraiser.
 - o Smaller fundraisers include but are not be limited to: bake sales at home games, daily raffles, etc.
 - o Funds raised from small fundraisers may be committed towards a specific capital campaign or applied towards general funding.
- Larger fundraising opportunities designed to raise over \$250 must be approved by the Coordinator, Co-Coordinator and Pastor prior to the beginning or commitment of MD School CYO.
 - o Timing of large fundraisers must be planned around parish or school fundraisers already scheduled.
 - o No larger fundraiser may be planned that is in competition with an already planned fundraiser by the parish or school.
 - o All money raised by larger fundraising opportunities becomes restricted funds to be used for a specific capital campaign, or towards the annual contribution to Our Lady of the Cross Parish.
- If funds are raised for a specific cause or project, then they may not be redirected without the approval of the Coordinator and the Pastor, and the Advisory Committee shall be consulted prior.
- Hosting of tournament games is considered a large fundraiser.
 - o Any referee reimbursement from Western Mass CYO is to be considered restricted funds to be used for a specific capital campaign, or towards the annual contribution to Our Lady of the Cross Parish.
 - o Any profits from concession sales or admission to tournaments may be applied to the general operating funds or towards a capital campaign, at the Coordinator's discretion.
 - o Proceeds from any small fundraisers that take place during the tournament games shall be part of the restricted funds of the tournament.

Capital Campaigns

- The MD School CYO, in an effort to improve the program, parish and school, may plan a capital campaign to fund a specific project.
- The Pastor may request the MD School CYO plan a specific campaign or project.
 - o That campaign/project will be considered part of/all of that year's contribution to Our Lady of the Cross Parish.
 - o The Coordinator, Co-Coordinator and/or Advisory Committee does not have the authority to veto the Pastor's request.
- A capital campaign may also be proposed by the Coordinator, Co-Coordinator, and/or Advisory Committee.
- The Coordinator and Pastor must approve any/all new campaigns.
- In the event that the campaign/project spans multiple seasons/years, any funds raised are to be held as restricted for that campaign and shown as a separate line item on the financial statements.
- Funds raised for a specific campaign or project in the prior year(s)/season(s) cannot be reassigned to another project or campaign without consulting the Advisory Committee, and the approval of the Coordinator, Co-Coordinator, and the Pastor.

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Registration Fee

- The Coordinator and Co-Coordinator are responsible for setting the registration fees prior to the start of the season.
- The registration fee is to be reviewed by the Advisory Committee, and approved by the Pastor.
- All players, including Coordinators', Advisory Committee's, and Coaches' children are required to pay the registration fee.
- Registration fees must be paid in full prior to the issuance of a uniform.
- In cases of need, the Coordinator has the discretion to waive or reduce the registration fee, or arrange a payment plan with the family.
 - o The Co-Coordinator and Advisory Committee must be notified of a waiver or reduction of fees; but due to the sensitive nature of personal finances, the player/family identities shall remain anonymous.
 - o The Pastor is to be informed of waiver or reduction of fees, and at their request, may be informed of all details, including their identities.

Game Entrance Fee

- At the start of the season the Coordinator and Co-Coordinator shall set the game entrance fees, and the Pastor must approve.
- The entrance fees may not exceed maximum allowed by Western Mass CYO.
- Players, and up to a maximum of two coaches per team, are exempt from paying entrance fees.
 - o In the case of MD School CYO teams, they must have a game that day to enter without a fee.
- The Pastor, Coordinator, Co-Coordinator and other friars/priests assigned to Our Lady of the Cross Parish are exempt from entrance fees.
- Referees, student staff, and student service hour volunteers are exempt from entry fees.
- The entrance fee applies to all others that enter, including parent or family volunteers that are assisting for just their player(s)' game(s).
- By consensus of the Coordinator & Co-Coordinator, the game entrance fee policy may be further defined at their discretion, as long as the further definition is not in conflict with this governance document.

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Lost Uniform Fee

- At the start of the season the Coordinator and Co-Coordinator shall set the lost uniform fee.
- The parent or guardian who receives the uniform shall be informed in writing at receipt of uniform.
- The parent/guardian shall be required to acknowledge the fee prior to issuance of a uniform, by signing a receipt for the uniform.
- If the uniform is lost or severely damaged due to inappropriate use during the season, the parent/guardian shall be required to pay the lost uniform fee prior to issuance of a new uniform.
 - o If the uniform is found at a later date, and returned before or during the normal uniform return period, then the previously paid fee will be refunded.
 - o If the uniform is found after the normal return period, or in future seasons, the fee will not be returned.
- If the uniform is not returned or severely damaged due to inappropriate use at the end of the season, the parent/guardian shall be assessed the lost uniform fee.
- If the player is a student at Mater Dolorosa School and if fee is not paid, the school will be notified and the school may choose to impose their own penalties on behalf of MD School CYO.
- If the fee is not paid the player will be ineligible for future seasons.

Other Fees

- The Coordinator and Co-Coordinator, with the approval of the Pastor, have the ability to set any other fees necessary for the operations of the MD School CYO.
- Any other fees should be added to the next revision of the governance document and MD School CYO Rules.

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Article IX

Rules

- A set of Mater Dolorosa School CYO Rules shall be developed that apply to all of MD School CYO; these are in addition to any Western Mass CYO Rules.
- The rules shall be reviewed prior to the season by the Coordinator, Co-Coordinator, and Advisory Committee, and any necessary changes made.
- The Coaches, Advisory Committee, Coordinator, Co-Coordinator, or parents may suggest rule changes.
- The Advisory Committee will have input on all rule changes and additions.
- All rule changes must be approved by the Coordinator, and the Pastor must be informed.
- Parents shall be provided copies of the current year's rules at the beginning of the season.
- In the event that a rule change is required during the season, then the amended rule shall be distributed to the coaches, and they shall assume responsibility for notifying their players and parents.
- A current/complete copy of the MD School CYO Rules shall be available for review in the Pope Saint John Paul II Social Center during all games.

Article X

Amending the Governance Document

- The governance document may be amended with or without warning at any time by the Pastor.
- The Coordinator and Co-Coordinator are to be notified of changes and be given copies of the amended document upon amendment, and they are responsible for notifying the Advisory Committee and the parents as a whole.
- Amendments to the governance document may be proposed/recommended by the Coordinator, Co-Coordinator, and or Advisory Committee members; the Pastor, however, has the sole authority to approve and amend the governance.

Article XI

Dissolution

- The Pastor of Our Lady of the Cross Parish has the right at any time to suspend some of, or all operations of MD School CYO; Including cancellation of all remaining games of the current season, including home, away, and tournament games.
- The Pastor of Our Lady of the Cross Parish has the right at any time to suspend or disband part of or all of the Advisory Committee.
- The Pastor of Our Lady of the Cross Parish has the right at any time to suspend or remove the Coordinator, Co-Coordinator, or any coach.

The Mater Dolorosa School CYO Basketball Governance Document, version 2016.1.0 has been approved by the Pastor of Our Lady of the Cross Parish, Fr. Albert Scherer, OFM Conv. on October 11, 2016