

**ST PAUL ATHLETIC ASSOCIATION
GUIDELINES & BY LAWS
1987 (AMENDED 1990, 1993, 1996, 1997, 2001, 2003, 2004,
2007, 2009, 2015, 2016, 2018)**

**First Reading 2/20/2018
Second reading 3/20/2018
Third reading 4/17/2018**

ARTICLE I

SECTION 101: The name of this organization shall be the St. Paul Athletic Association.

SECTION 102: The Catholic Youth Council (CYC) was first established in 1937 as a youth program that offered a balanced approach through a program of spiritual, athletic, cultural, civic, social and physical development. Sports competition was to be utilized to ‘develop character, make a young person courageous, a generous loser and a gracious victor’. The mission of the catholic youth apostolate is to help young people hear the gospel message of Jesus and to help young people actively respond to the gospel message and enthusiastically participate in the mission of Jesus and his church.

The purpose of the St. Paul Athletic Association is to provide the necessary guidance and coaching to develop the athletic skills and Christian attitude of the children, and promote good sportsmanship, respect for the rules, and self-discipline amongst all participants.

SECTION 103: The intent of the bylaws is to provide a source of guidance for the self-government of the Athletic Association Board and shall be reviewed bi-annually on even numbered years by a committee or sub-committee of the Board. For example: review and any proposed changes for 2016 would occur in November 2015. Any proposed changes will be read and discussed at the regular monthly membership meetings in Jan and Feb 2016 and voted on at the March meeting in 2016.

SECTION 104: This organization shall be non-political, non-partisan, and non-profit.

SECTION 105: The St. Paul Athletic Association shall meet on the third (3rd) Tuesday of every month at 7:30pm. Any Board member may request an emergency meeting upon notification of the President 48 hours prior to the meeting.

SECTION 106: The meetings should be conducted according to parliamentary procedure, at the discretion of the presiding member.

ARTICLE II

SECTION 201: The Athletic Association Board shall consist of a group of lay persons not to exceed fifteen (15) and a Spiritual Director.

SECTION 202: The Athletic Association Membership shall consist of all dues paying members.

SECTION 203: Membership will be on a calendar year basis; however, a member may join anytime during the year. Membership records and collection of dues will be the responsibility of the Membership Director. **Yearly Membership dues are \$10.00.**

SECTION 204: **Simple Majority** of the Athletic Association Board must be present to form a quorum. All members of the Athletic Association are eligible to vote provided they have attended at least two (2) meetings during the previous twelve (12) months **and their dues are paid in full.** Any motion passed by the Association that involves the appropriation of funds may be vetoed by the Athletic Association Board.

SECTION 205: The election of Board members shall require a simple majority of the attending general membership and the required Board members as outlined in Section 204.

ARTICLE III

SECTION 301: The Board members of the St Paul Athletic Association shall serve an elected renewable term of two (2) years.

- A. The election of 3 Lay Directors (Soccer & Volleyball & Golf), Treasurer, Vice-President, and Tournament Director shall be in the even numbered years. (For example: Nominations for 2016 would occur November 2015. Vote to be held in December 2015 and term begins January 2016).
- B. The election of the President, 2 Lay Directors (Baseball/Softball & Basketball), Secretary, Membership Director Parliamentarian and Registration Coordinator shall be in odd numbered years. (For example: Nominations for 2015 would occur November 2014. Vote to be held in December 2014 and term begins January 2015). The presiding Basketball Lay Director will finish on-going season and the transition to new Lay Director will be made prior to starting the following season

SECTION 302: The candidate for President must be an active member of the St. Paul's Athletic Association and a member in good standing over the past **3 years.**

SECTION 303: The election of officers shall be conducted according to parliamentary procedure and accomplished through secret ballot or an open vote at the discretion of the presiding board member.

SECTION 304: All Board member vacancies shall be filled in accordance with Section 205.

SECTION 305: All Board resignations shall be submitted to the President of the Athletic Association in writing.

ARTICLE IV

SECTION 401: Titles and explanation of duties of the Athletic Association Board members are as follows:

- A. PRESIDENT – Shall preside at all meetings of the Athletic Association, act as chairman and coordinate all Board activities. Shall oversee the review of the bylaws on even number years (see Section 103).
- B. VICE-PRESIDENT – Shall support the President in his duties, and in the absence of the President, he shall preside at all meetings of the Athletic Association.
- C. SECRETARY – Shall record the minutes of all Association meetings, carry on all necessary correspondence and take the roll call of all Board members.
- D. TREASURER – Shall record all financial transactions of the Association, deposit funds, and pay all bills with Board approval required on those in excess of \$250. Shall present a financial report at each Athletic Association meeting, as well as provide a copy to the St. Paul Finance Committee.
- E. TOURNAMENT DIRECTOR – Shall manage and coordinate the annual St Paul Soccer Tournament.
- F. LAY DIRECTORS – Shall coordinate registration for their particular sports on dates set by the Association Board. Lay Directors, in conjunction with the Team Selection Committee (see section 503), shall appoint all coaches/managers. Lay directors shall be required to report to the Association at the meeting following registration who is on the Team Selection Committee, and will advise as to when the Team Selection Committee will meet. The Lay Directors will have a preseason meeting with the coaches/managers to pass on information from all C.Y.C. district meetings, administer the formation of teams as set forth in ARTICLE VI, coordinated training seminars in managerial and coaching techniques, and attend District meetings. Each Lay Director may select an assistant, if needed subject to the approval of the Board. Volleyball, Baseball and Basketball Lay Directors may select a gym/field manager also subject to Board approval.
- G. MEMBERSHIP DIRECTOR/PARLIAMENTARIAN – Shall be responsible for maintaining membership records and the collection of yearly dues. Also responsible for maintaining order at the Association meetings and shall have copies of the by-laws available for review.
- H. REGISTRATION COORDINATOR - Shall head a committee and/or work with each respective Lay Director to oversee team registration for all sports.
- I.
 - a) Each Lay Director shall receive free sports registration for all their children for all sports. Registration Coordinator, Uniform Coordinator, and Concession Coordinator are considered as Lay Director positions, but only for the seasons the position covers.
 - b) All assistant Lay Directors shall receive free registration for their children for their respective sport. Each sport can only have one Assistant Lay Director as requested by the Lay Director and approved by the board
 - c) All other board member shall receive one free sport registration annually.

SECTION 402: Any Board member with three (3) unexcused absences will be reviewed by the Board and can result in the Board members removal. All excused absences shall be granted by the President of the Board.

SECTION 403: No Board member shall hold more than one (1) elected office during a given term.

SECTION 404: These leadership positions are filled as needed, at the discretion of the Board.

- A. FIELD MANAGER - Shall be responsible for field preparation and maintenance. Field manager may purchase materials of up to \$150 without Board approval.
- B. AWARDS DIRECTOR – Shall be responsible for the acquisition and distribution of trophies and pictures for all sports, and will set up all awards ceremonies.
- C. CONCESSIONS MANAGER – Shall be responsible for running all concession operations. Manager shall provide a monthly financial report at each Association meeting. The Concession Manager shall select an assistant, if needed, subject to Board approval.
- D. Uniform Coordinator - Shall be responsible for supplying all athletic teams with the proper uniforms and equipment and coordinates distribution . Shall maintain an inventory which will be accountable to the Board.
- E. Equipment orders: Lay Directors may purchase up to \$500 per season without prior approval from the SPAA executive board. Any purchase larger than \$500 must be pre-approved by the SPAA executive board. Receipts must be provided to be reimbursed.

ARTICLE V

SECTION 501: Player assignment to teams and roster sizes. It is the goal of the St. Paul Athletic Association to ensure that all players receive an equal opportunity to play and to enjoy the various sports offered. It is also the goal of the Association to form teams of comparable size, to ensure that all teams in the program remain competitive, to see that all players are allowed to participate at a level commensurate with each child’s maturity and ability, and to provide leadership and an environment that allows players the opportunity to improve their individual skills.

In order to meet these objectives, maximum roster sizes are suggested to be as follows:

Grade	Baseball	Softball	Volleball	Soccer Girls	Soccer Boys	Basketball
KG	14	14	N/A	14	14	N/A
1 st	14	14	N/A	14	14	N/A
2 nd	14	14	N/A	14	14	N/A
3 rd	14	14	9	18	16	12
4 th	14	14	9	18	16	12
5 th	14	14	9	18	16	12
6 th	14	14	9	18	16	12
7 th	14	14	9	18	16	12
8 th	14	14	9	18	16	12

After all efforts have been made to form new teams, on time registrants will be accepted in the following order:

1. Registered members of St Paul School and PSR Program
2. Registered members of St Paul Parish.
3. Fenton area resident Catholic.
4. Non-Fenton area resident and Catholic.
5. Non-Catholic Fenton resident.
6. Non-Fenton area resident and non-Catholic.
7. Non-participation in the program the previous year.
8. Late registration.

Minimum roster sizes will be left to the discretion of the Lay Director for that sport. However, the St Paul Athletic Association will not allow the formation of any team to be such that a team would possibly be put into a situation where it could forfeit a game due to a lack of players.

SECTION 502:

- I. All PreK/K teams will be selected by the Team Selection Committee via a random selection process with consideration to equalizing the numbers of PreK and K players per team. If possible, coaches may be determined prior to the selection process.
- II. Formation of teams, in all instructional age groups, Baseball K-4, Softball K-4, Soccer 1-4, Basketball 3rd and 4th, and Volleyball 3rd & 4th, a random drawing process will decide the teams prior to each season. If possible, head coaches will be identified prior to the drawing process. After, and only after, there are enough head coaches for the number of teams to be formed, up to one assistant/team may be selected by each head coach. The Team Selection Committee shall perform this random process. Coach's attendance during the selection process is optional and up to the individual coach. At this level, families with same gender twins (or other multiples) have the option of being drawn together or as individuals.

In the event players quit after the random selection process has taken place and this upsets the balance of the number of rostered players on each team in that grade and gender, then the last player selected from the team with more players shall be moved to the team that is left short players. For example, suppose the random process ends with Team 1 having 11 players and Team 2 having 10 players and after the teams are selected a player from Team 2 is pulled from the program. Then the last player named to Team 1 as part of the original process gets moved to Team 2 so that both teams will have 10 players. If more than 1 player withdraws his / her registration, this same process is executed to fill each roster to balance the rosters.

- III. From 5th grade and older, all teams will be formed to maximize playing and practice time for each individual participant and to assign that participant to a team designed to improve their individual abilities and to give the participant and each team a chance of experiencing success at the different competitive levels offered by the Archdiocesan CYC sports office.

Teams will be formed by a Team Selection Committee, in one of two ways, determined by a vote of the families involved in that gender and grade level. Evaluations will take place at the request of $\geq 25\%$ of families. Otherwise teams

will be formed by a formal draft process overseen by the Team Selection Committee or designated member of the committee. If possible coaches will be named prior to the drafting process and assistants shall be named after team rosters have been confirmed.

If evaluations are voted to occur;

- i) The teams will be formed based on an evaluation system, where the Team Selection Committee will oversee skill evaluations of those individuals who wish to participate in such evaluations. Evaluators will be selected based on their expertise as well as they must not have a direct relationship with any of the players (or their families) being evaluated. Parents or coaches of a particular grade cannot be evaluators of that grade.
- ii) Additional information/input from previous year's coaches/manager may also be used by the Team Selection Committee for the final team selection process.
- iii) There will be one evaluation time offered. If a player wishes to participate in evaluations, then they must make every effort possible to attend the evaluation time.
- iv) Athletes who do not participate in the skills assessment process and/or are new to the program will be placed on a team by the Team Selection Committee based on guidelines in Section 501, previous coaches' input, needs of the teams, and other information provided to, or sought by the Team Selection Committee.
- v) Coach/Manager and assistants shall be named after team rosters have been confirmed.

IV. In the event that there are more coaches who desire to coach than there are teams, the coaches shall be chosen based the following criteria, in order. This also applies to teams that more than one coach wants to be the head coach (for example if there is more than one parent who wants to coach after the teams have been selected (i.e. after evaluations) Preference should be given to the coach with a child on the team, at the discretion of the Team Selection Committee.

- i) Coach with a kid on the team. Seniority defined by the # of years coaching that specific sport in CYC
- ii) History of Disiplinary action
- iii) Current Paid Membere
- iv) Random Draw

SECTION 503:

The Team Selection Committee should be comprised of the Lay Director, Assistant Lay Director (if any), Association President, or his/her designated representative, and any other members of the Association as selected by the Lay Director. The Committee should consist of a minimum of three (3) and a maximum of five (5). Current year and/or prior year Team Coaches/Managers or their designated representative may have the option to be present during Team Selection Committee proceedings. Members from the Team Selection Committee must abstain from any vote relating to a team in which their child participates or that they may coach.

The Lay Director shall make known to the Athletic Association Members who will be serving on the Team Selection Committee for each grade, when the Team Selection Committee will

be meeting, and will be prepared to report to the Association what criteria was used to make decisions regarding the formation of teams.

SECTION 504: Parochial Teams will be formed on a tryout basis. The parochial coach may be included in the evaluation/tryout process. St. Paul players must participate on a St. Paul team in the respective sport, if one is offered. All participants must meet the guidelines set by the Archdiocesan CYC sports office.

SECTION 505: These rules will go into effect for all sports offered by the St. Paul athletic Association as of the 2001 Soccer and Volleyball seasons.

ARTICLE VI

SECTION 601: Teams that lack the required number of players as outlined in Article V shall accept players in the following order:

1. Contact all non-participating students enrolled in St Paul School and St Paul PSR Program in the respective grade level.
2. Solicit participants from neighboring parishes that do not have an active team available for the respective sport or solicit non-Catholic participants.

SECTION 602: All late registrations shall be processed through the Lay Director of that sport.

SECTION 603: All registration fees must be paid prior to the start of league play. If fee is not received by first scheduled game, the player shall be removed from the roster. If player participates without paying, player is not eligible to sign-up for any other St Paul team until payment is received.

SECTION 604: Registration Fees

Registration fees will be by charged to each registrant for each sport. The Team Selection Committee has the discretion of charging late fees for registration beyond the date set by each Lay Director.

Registration Fee Refund Policy:

Families requesting refunds for registration fees before the team selection process has begun shall be granted a full refund, in the form of cash or credit on SPAA account.

Families requesting a refund after the team selection process by policy will not receive any form of a refund. However, in very special circumstances, and at the discretion of the Team Selection Committee, a 50% credit on the SPAA account may be granted. If the credit is for an 8th grader and family has no other kids in the program, a cash credit may be considered.

SECTION 605: The CYC By-laws will be strictly adhered to for the request and approval of waivers for players.

ARTICLE VII

SECTION 701: Regarding code of conduct; any Board member, coach/manager, or player will be subject to disciplinary action for conduct contrary to the CYC rules and/or by-laws of the Association sports program as stated in ARTICLE I, SECTION 102.

SECTION 702: All complaints concerning judgement or violations relating to the by-laws shall be submitted to the Athletic Association Board in writing. A written decision shall be prepared and rendered by the Board, based upon the review of all available information, and shall be binding upon all respective parties.

SECTION 703: Coaches/Managers are required to play all children who comply with CYC, Athletic Association, and team rules.

Under no circumstances shall a coach play any player in any CYC game who is NOT a paid registrant of the St. Paul Athletic Association for that sport and season. If a coach breaks this rule they will be issued a warning by the Board and if a second offense occurs the coach will not be allowed to further coach any sport in the St. Paul Program.

ARTICLE VIII

SECTION 801: A copy of these by-laws shall be available to all dues paying members, from the Membership Director, upon request AND shall be posted on St. Paul Athletic Association website.

ARTICLE IX

SECTION 901: All fundraising projects concerning the St Paul sports program shall be sanctioned by the Athletic Association Board prior to the commencement of solicitation.

ARTICLE X

SECTION 1001: All coaches/managers shall be members of the Athletic Association.

SECTION 1002: All coaches/managers shall attend a minimum of two (2) Association meetings per year, plus their respective sport's preseason organizational meeting. If they can not come to the meetings for personal reasons, they should have another representative from their team attend.

SECTION 1003: All coaches/managers shall be responsible for their team's participation in the Association sponsored fundraiser.

SECTION 1004: All coaches/managers shall be responsible for the return of all equipment and uniforms that were used by his/her team. This shall be done in accordance with the schedule set by the Lay Director.

SECTION 1006: St Paul's Athletic Association will reimburse fees for a coach/manager to attend the CYC course, 'Coaching to Make a Positive Difference' when required. The request and receipt must be presented to the board at a regularly scheduled Athletic Association meeting.

SECTION 1007: Failure to comply with one or all of the above may result in the coaches/manager's suspension or dismissal as deemed necessary by the Board.

ARTICLE XI

SECTION 1101:

BILL OF RIGHTS FOR YOUNG ATHLETES

1. Right to participate in sports.
2. Right to participate at a level commensurate with each child's maturity and ability.
3. Right to have qualified adult leadership.
4. Right to play as a child and not as an adult.
5. Right of children to share in the leadership and decision making of their sport participation.
6. Right to participate in safe and healthy environments.
7. Right to proper preparation for participation in sports.
8. Right to an equal opportunity to strive for success.
9. Right to be treated with dignity.
10. Right to have fun in sports.

SECTION 1102:

MANAGER/COACH and PARENT GUIDELINES

The prime objectives of the St Paul Athletic Association are to provide the necessary guidance and coaching to develop the athletic skills and Christian attitude of the children, promote good sportsmanship, respect for the rules and self discipline among all participants. Participation in St Paul's sports should be an enjoyable experience for the children.

In addition to these guidelines, all CYC rules must be adhered to. For a copy of these rules, see your Lay Director.

MANAGER RESPONSIBILITIES

1. Team coaches/managers are required to be members of the St Paul Athletic Association. The coach/manager or his appointed representative must attend a minimum of three (3) meetings a year, preferably during the season he/she is managing a team.
2. The coach/manager or a team representative must attend coaches/managers meetings as call by the Lay Director.
3. The coach/manager and his/her team is expected to participate in Association sponsored fundraisers.
4. The manger is responsible for the behavior of his/her team players and parents.
5. Treatment of Players:
No abusive or demeaning language.
Talk to your players: yelling doesn't deliver an effective message, it humiliates them and builds walls.
Follow the "Bill of Rights for Young Athletes".
6. Treatment of Officials:
No abusive or foul language.
The officials are people – oftentimes teenagers; don't humiliate them.
7. Playing Time:
All players should be allowed a fair amount of playing time. The coach/manager has the right to reduce an individual's playing time due to missed practices or a discipline problem that develops during the game. All discipline problems existing prior to the game need to be addressed prior to the game. In First through Fourth Grade, all players should be played in multiple positions to gain experience.

PARENTS RESPONSIBILITIES

1. Bring players to practice on time or notify the coach/manager when you will not be able to participate.
2. If a problem exists, attempt to resolve it with the coach/manager. If the problem persists, notify the Lay Director. If the problem is not resolved to your satisfaction, contact the Athletic Association.
3. Remember – Coaches/Managers are DONATING a lot of their time and effort into your child's team.

If a coach/manager or parent fails to comply with the above guidelines, he/she will be requested to appear before the Athletic Association Board. The Board will review the incident and, if necessary, attend future games or practices and take any necessary action. Clear violations can result in suspension or dismissal.