

**ST. ROSE PHILIPPINE DUCHESNE ATHLETIC ASSOCIATION
CONSTITUTION**

ARTICLE 1. NAME

This organization shall be known as the St. Rose Philippine Duchesne Athletic Association, one of the member parishes of the North County CYC District which is affiliated with the Catholic Youth Council (CYC) Athletic Association of the Archdiocese of St. Louis.

ARTICLE 2. MISSION STATEMENT

The goal of this organization is to help our membership become ideal youths - firmly loyal to God, Church and Community. This shall be achieved through teaching good sportsmanship, knowledge of the rules, respect for authority, and self-discipline among **ALL** participants.

ARTICLE 3. MEMBERSHIP

The membership of this Association shall consist of all persons who are in good standing and residents/registered members of the parish or who are participating with one of our teams or assisting the Executive Board in achieving our goals.

ARTICLE 4. EXECUTIVE BOARD

The Executive Board shall be the governing body of the association. It shall consist of the following members:

- President
- Vice President
- Secretary
- Treasurer
- Parish Representative

A. All Executive Board members will be elected by a majority vote of the eligible Athletic Association membership in attendance at the November meeting. All Executive Board personnel, with the exception of the President, shall be a voting member. The President shall vote only in case of a tie. The Executive Board's term shall be one year running from January thru December.

B. Coordinator functions are designated as follows:

<u>Sport Coordinators</u>	<u>Equipment Coordinators</u>
Soccer (Boys)	Equipment Coordinator (Soccer)
Soccer (Girls)	Equipment Coordinator (Volleyball)
Volleyball	Equipment Manager (Basketball)
Basketball (Boys)	Equipment Manager (Baseball/Softball)

Basketball (Girls) Concession Stand Coordinator
Baseball Field Maintenance Manager
Softball
Golf
Training League Director (Volleyball)
Training League Director (Basketball)

Members performing these functions shall be nominated/appointed by the Executive Board and shall serve until he/she resigns or is replaced by the Executive Board.

ARTICLE 5. MEETINGS

A monthly meeting of the Athletic Association will be held as required. Notice of this meeting will be placed in the parish bulletin. **All meetings will be open to the membership.**

ARTICLE 6. VOTING

Any member of the Athletic Association, attending 1(one) of the 2(two) previous meetings, will be eligible to vote at the next meeting that he/she attends.

Votes taken on non-constitutional items require a simple majority of the eligible voting members in attendance for passage.

ARTICLE 7. AMMENDMENTS

This Constitution may be amended by a two thirds vote of the eligible membership at any regular meeting.

ARTICLE 8. PLAYER ELIGIBILITY

- A. The Training League Program is offered to players that are in Pre-Kindergarten, Kindergarten and Grades 1 and 2 for soccer, baseball and softball; Grades 3 and 4 for volleyball and basketball. Players must be either registered members of the parish, or live within the parish boundaries, or attend the parish school (Exceptions may be made with the approval of the Executive Board.)
- B. The North County CYC District Program is offered to players in third grade thru the senior year of high school for soccer, baseball and softball and fifth grade through the senior year of high school for volleyball and basketball.

NOTE: If we cannot form a team in a given grade/division, arrangements can usually be made, for those who register to play for a team from another parish. Late registrants will not be given releases to play for another parish.

C. OPEN TEAMS/CLOSED TEAMS

Definitions: An Open team has players participating on other non-CYC teams.

A Closed team is composed of players who are playing only on our team.

In the Atom, Bantam, Midget, Crusader, Cadet and Intermediate Divisions, a player may participate, simultaneously, with a team from St. Rose Philippine Duchesne and one or more non-CYC teams, in the same sport, provided that our team has been entered as an Open team. Teams formed without any "Open" players shall be entered as a "Closed" team. Any team/player found guilty of violating this rule may be subject to disciplinary action by the District Hearing Board.

We have a question on our registration form, "Do you intend to play this sport for a non-North County CYC team?" It is imperative that you answer this question truthfully. If you answer "yes", and we form an "Open" team, your son/daughter can play for us. If we cannot form an "Open" team, you will have to make a choice of playing for us or the "non-CYC" team. If you answer, "no", and your child plays for another team, you put him/her and our team at risk of any punishment meted out by the District officials.

If, after completing our registration form/the player is on our team roster, your child decides to play for another team, it is mandatory that our Sport Coordinator/team Manager be informed of said decision so that we remove him/her from our team. In this instance, the registration fee will not be refunded.

NOTE: Outdoor Soccer and Indoor Soccer are considered to be different sports. They can be played concurrently.

ARTICLE 9. TEAMS AND PLAYING TIME

Players must be placed on teams according to their age and division. In the event that there are not enough players for a team, it is the responsibility of the Manager and Sport Coordinator to recruit players. If they are unable to recruit additional players, then the Manager and Sport Coordinator may petition the Board to move players from one team to another. Players will not be moved without their parent's/guardian's consent.

OVERAGE PLAYER: If a player's birth date is within one (1) year of June 30th of the birth year designated for the next higher grade/division, and he/she is in the preceding grade, he/she may play for the lower grade/in the lower division. If the player's birth date exceeds June 30th of the next higher grade/division birth year, he/she must play in the higher grade/older division.

Managers are **REQUIRED** to enter **ALL** players for at least two (2) innings in baseball/softball and approximately one-quarter (1/4) of the time in soccer, volleyball and basketball games, providing that the players have been attending practice and following the manager's instructions. St. Rose Managers are to ensure that all players receive an equal amount of playing time.

District Division/Grade Relationships

Atom/3rd, Bantam/4th, Midget/5th, Crusader/6th, Cadet/7th, Intermediate/8th, Juvenile/9th, 10th, Junior/11th, 12th, Senior/Over 18 years of age

ARTICLE 10. RECOMMENDED MINIMUM/MAXIMUM NUMBER OF PLAYERS

	Minimum	Maximum
Baseball	12	14
Softball	13	15
Soccer (Pre K / K – 1 st grade)	8	10
Soccer (2 nd grade)	11	13
Soccer (3 rd through High School)	14	16
Volleyball	8	9
Basketball	8	10

The recommended minimum is a suggested quantity that the Executive Board feels is necessary to avoid forfeiting games during the course of a season. Contingent upon a given situation and Sport Coordinator/Manager agreement, a lesser quantity may be used to form a team.

The recommended maximum is the suggested quantity that the Executive Board feels that a manager and coaching staff can adequately handle for the purpose of instruction, practice and game participation. If a team is at the maximum, any application received within 2 weeks after the close of sign-ups, will be accepted, but will be subject to a \$50.00 late fee. Applications after the two week period will not be accepted without approval of the Executive Board.

We try to hold team membership to a minimum in order to ensure more playing time for each participant. We need faithful attendance at all games to prevent the possibility of forfeiture. The District has imposed a monetary penalty for all forfeits plus the possibility of being expelled from the league.

ARTICLE 11. REGISTRATION FEES

All fees will be set by the Executive Board. For the purpose of determining the total fee to be charged, baseball/softball are considered the same sport. All others are separate and distinct, with the fee starting at the maximum. The Family Plan applies only within a given sport, not to a combination to two (2) sports.

Fees will not be refunded after a player has participated in the first league game/tournament game.

Refunds shall be made at the discretion of the Executive Board. A fee of \$25 will be assessed for any refunds after team entry cards have been submitted. Special exemptions can be made at the discretion of the Executive Board.

ARTICLE 12. REGISTRATIONS

Registration will be held for each sport for at least two (2) weeks on-line. Notices will be placed in the bulletin for two (2) weeks prior to registration. **Registration fees, as set by the Executive Board, must be paid at the time of registration.** No child may register himself/herself. Registration will be conducted by the Sport Coordinator. Eligibility of players, managers and coaches will be the decision of the Executive Board.

Registrations must be completed at the time and place set by the Sport Coordinator. Late registrations will be accepted only if they are needed to complete teams. **Players who do not register during the official registration period will not be given releases to play for another parish.**

ARTICLE 13. FORMATION OF TEAMS / EVALUATION POLICY

Volleyball and Basketball - Any grade, 5th grade and up, that has enough players for two or more teams will be formed using the following criteria:

- a) The sport coordinator will schedule a minimum of two evaluations.
- b) Each participant will be evaluated by a minimum of two impartial personnel, in conjunction with the coordinator and the previous year's managers.
- c) Players will be placed on the team that the evaluators feel he/she are best suited.
- d) If a participant refuses to play for the team on which they are placed, they will not be issued a refund and, at the discretion of the Executive Board, may be prohibited from future participation in the St. Rose Philippine Duchesne program.
- e) All players will be notified by the Coordinator as to which team they are on, the same day. Parents will be asked for a telephone # that they can be reached to let them know the team their child is on,
- f) Managers of the teams will be determined after the formation of the teams is complete.

All Managers including high school sports, must :

- 1) Be present during practice times when practice is held in St. Rose Gymnasium.
 - 2) Must be 21 years of age, SRPD Parishoner (or previous SRPD Parishoner or SRPD Team Manager).
 - 3) Must meet Archdiocese criteria, including but not limited to; Coaching to Make a Positive Difference and Protecting God's Children.
- g) Players refusing to participate in the evaluations or are accepted after the evaluations are held may be automatically assigned to the lower level team for that sport year.
 - h) In the event that two grades are merged (ie 4th and 5th), all of the children will be evaluated and placed on teams accordingly based on their evaluation scores. (It may be possible to have a younger child playing on the "A" team).
 - i) Soccer, Baseball and Softball – In the event there is enough players for two or more teams, the teams will be split evenly with the input of the coordinator and Managers from the previous year.

ARTICLE 14. UNIFORMS

A uniform will be provided for each player. Players and parents are responsible for the uniforms. Uniforms will be issued through the team manager. (The procedure for distribution and return of uniforms may be changed at the discretion of the Executive Board.)

ARTICLE 15. RULES

ALL MEMBERS OF THE PARISH SPORTS PROGRAM, TO INCLUDE PLAYERS, MANAGERS/COACHES, PARENTS AND SPECTATORS, WILL ABIDE BY ALL DISTRICT AND PARISH RULES. ANYONE VIOLATING THESE RULES WILL BE SUBJECT TO EXECUTIVE BOARD DISCIPLINARY ACTION.

ARTICLE 17. AWARDS AND TOURNAMENTS

No player, coach or manager shall accept any award other than trophies provided by the Athletic Association without the consent of the Executive Board. Entry into any tournament, paid for by the Athletic Association, must be approved by the Sport Coordinator. Tournament Rosters must be complete CYC team roster and **not include any "GUEST" players**. The Athletic Association will pay for two (2) tournaments per sport per year, up to a maximum of \$300. Any St. Rose Philippine Duchesne team that wins the Archdioceses Championship will have a banner raised in the Gym and each player will receive a memento (i.e. jacket, sweatshirt, etc) not to exceed \$75 per player.

The North County CYC does not provide trophies for leagues (open/closed) with only one team. In the event that any St. Rose Philippine Duchesne team is the only team within a classification in a North County CYC League, the St. Rose Athletic Association will provide trophies if the team's league record was .500 or above.

ARTICLE 18. PARISH SCHOOL OF RELIGION (PSR)

Teams that have players attending Parish School of Religion classes will **neither practice nor** play games during the applicable hours.

ARTICLE 19. FUND-RAISING

There will be no fund-raising activities held without the permission of the Executive Board.

ARTICLE 20. CONCESSION STAND

Parents are required to work for a minimum of two (2) shifts per child, per sport, up to 4 shifts maximum. If you have more than one (1) child playing, you could be required to work for each child's team. Shifts will be chosen by the parent or guardian at the time of registration. In addition to registration fees, a separate check must be submitted as a deposit for concession stand shifts. The

amount will be the number of shifts x \$25. This check will be held by the treasurer and cashed only if one or more of the shifts are not worked. If some, but not all of the shifts are missed, the difference will be refunded. In the event of the check having to be cashed and it does not clear, the child will become immediately ineligible until the debt is paid in full.

The coordinator will call to remind you when you scheduled yourself to work.

- 1) If you are not able to meet your obligation, you are responsible to find an adult replacement (18 or older) and let your coordinator know of the change – IN ADVANCE.
- 2) If you OR your replacement do not show up at the agreed upon date/time, you will be fined \$25.00 per shift.
- 3) A list of no shows will be maintained by the Concession Stand Coordinator.

ARTICLE 21. CONSTITUTION AND BY-LAW PUBLICATION/DISTRIBUTION

This document will be updated/revised as deemed necessary by the Executive Board.

This document is available on-line and will be provided to all managers/coaches or any member of the Athletic Association upon request.

ARTICLE 22. THE PONATH AWARD

The Ponath Award is presented annually to two St. Rose Philippine Duchesne 8th grade students or Parishoners, who have participated in our athletic program in the past year. The award is a \$1,000 payment for Catholic high school tuition or it may be saved for four years and used for the first year of college. If a winner does not attend a Catholic high school or attend college the fifth year from grade school graduation, he/she will forfeit the monetary award. In addition, the recipient will also receive a keepsake plaque. The criteria for the awards are as follows:

- a) Is a registered Parishoner and has played a sport during his/her 8th grade year unless unable to do so due to injury or St. Rose team in his/her sport not available in 8th grade year due to insufficient registrants. In this case they must have played that sport the previous year.
- b) Write a minimum 500 word essay entitled “What CYC Sports Has Meant To Me”.
- c) All essays returned on or before the published deadline will be openly voted upon by the Association members (eligible to vote at that meeting) to determine three boy and three girl finalists. Members related to submitting students shall abstain.
- d) A committee consisting of the President, the school principal and the pastor will interview the finalists jointly to determine two winners. In the event that a finalist is related to one of these parties, the Executive Board will select an alternate.

ARTICLE 23. FINAL AUTHORITY

All appeals and matters not covered by these Articles shall be left to the discretion and judgement of the Executive Board.

BY-LAWS

DUTIES OF THE MEMBERSHIP

PRESIDENT

- 1) shall preside over Executive Board Meetings.
- 2) appoints all necessary committees.
- 3) establishes meeting dates.
- 4) shall be knowledgeable of the duties of the Executive Board Members and assist when required.
- 5) shall function as an alternate for the Parish Representative at District Executive Board Meetings.

VICE PRESIDENT

- 1) shall assist the President in carrying out their assigned duties.
- 2) shall assume the role of President should they be unable to carry out those duties.

TREASURER

- 1) shall keep an accurate account of all monies received or disbursed, in accordance with sound business practices.
- 2) shall maintain a financial record of all transactions, with all payments being made by check, on the basis of approved invoices, when applicable.
- 3) shall maintain a checking account.
- 4) shall publish and distribute a financial report at each regular meeting'.
- 5) shall assist other Board Members in preparing budgets and financial reports for each sport and all fund raising activities.

SECRETARY

- 1) shall have custody of and preserve ALL records.
- 2) shall record and keep the minutes of all meetings.
- 3) shall write all communications and issue all notices requested by Board Members.
- 4) shall publish all meeting minutes and distribute them to all Association Members.

PARISH REPRESENTATIVE

- 1) shall attend all North County CYC Executive Board Meetings.
- 2) shall assist in formulating policy, preparation of schedules and performing league coordination functions as may be required by the North County CYC.
- 3) as the Parish Executive Board representative, shall vote on policy matters in accordance with the desires of the Parish Executive Board.

- 4) shall keep the Executive Board informed of policy changes executed by the North County CYC.
- 5) shall maintain a close working relationship with the Executive Board regarding changes in rules of play, schedules, rosters and field availability.
- 6) shall handle the duties of the President in his/her absence.

EQUIPMENT MANAGER

- 1) shall have the responsibility of submitting a list of needed equipment for upcoming season, purchasing, distributing, collecting, repairing, storing and accounting for all property and equipment of the Association.
- 2) shall be responsible for assuring that expenditures are kept within the limitations of the approved budget.
- 3) shall work closely with the each Coordinator, the Treasurer and the President.

TRAINING LEAGUE DIRECTORS

- 1) shall be responsible for forming leagues and scheduling of games.
- 2) shall refer any players requesting team assignment to the sport Coordinator.
- 3) shall refer any players requesting team assignment to the Sport Coordinator.
- 4) shall be responsible for scheduling game officials and coordinating with the field/gym maintenance personnel. These functions may be delegated to other interested personnel.
- 5) shall answer all inquiries about the Training League Program.

NOTE: Addition/deletion of players to/from roster/team is the responsibility of the Sport Coordinator.

SPORT COORDINATORS

- 1) shall know and understand the Constitution and By-Laws of our Athletic Association and the North County CYC.
- 2) shall coordinate plans for registration with the Executive Board.
- 3) shall establish dates for sign-ups within the guidelines established by our Constitution.
- 4) shall provide copies of final rosters to the team manager, Equipment Manager, Parish Representative and President.
- 5) shall have responsibility to recruit from the public schools and telephone last year's players.
- 6) shall answer all inquiries about their sport.
- 7) shall register applicants on appointed dates and review the registration forms for accuracy/completeness.
- 8) shall make arrangements for alternate sign-up dates as needed for registration.
- 9) shall provide secretary with flyer for distribution to school & bulletin.
- 10) shall make preliminary assignment of players to teams by grade in accordance with the By-Laws and determine if there will be sufficient players from within each grade to form a team.

- a) shall approve release of players to other parishes if a team cannot be formed.
 - b) shall coordinate with parents and player when it becomes necessary to move players to form a team.
 - c) shall never accept late registrations which exceed recommended Constitutional limitations without manager approval.
- 11) shall recruit and select managers for each team (subject to Executive Board approval).
 - 12) shall furnish two (2) copies of the Team Entry Forms to the Parish Representative at least three (3) days before the District's designated submittal date. (Reference the District's Sport Timeline.)
 - 13) shall furnish six (6) completed copies of all rosters to the Parish Representative at least three (3) days prior to the District's designated submittal date. (Reference the District's Sport Timeline.)
 - 14) shall attend the District Screening Meeting and Kick-off Meeting to ensure proper placement of teams and obtain playing schedules.
 - 15) shall chair a Parish Kick-off Meeting, if deemed necessary, which could be held to distribute the Constitution and By-Laws, schedules and review rules, rule changes and program guidelines.
 - 16) shall submit roster change cards to the Parish Representative in accordance with the District Constitution and By-Laws.
 - 17) shall keep rosters updated for the duration of the season.
 - 18) shall enter, with the approval of the manager, teams into tournaments as provided by the Constitution.
 - 19) shall, in conjunction with the managers, allocate practice sessions for the facilities provided by the Parish and the District. This is to include the batting cage and the gym.
 - 20) shall represent the Parish at District Hearing Boards.
 - 21) shall assist players in obtaining releases to play for other parish teams.
 - 22) shall provide the Parish Activities List to the Parish Representative at the prescribed time.

CONCESSION COORDINATOR

- 1) shall be responsible for purchasing/sale of all concession stand items.
- 2) shall be responsible for control of all monies associated with the concession activity.
- 3) shall coordinate closely with the Treasurer to assure timely deposit of all monies.
- 4) shall be responsible for scheduling all necessary workers.
- 5) shall provide a monthly report to the Executive Board.

FIELD MAINTENANCE MANAGER

Maintain the athletic field to include:

- 1) Set up the baseball/softball and soccer field at the start of each respective season.
- 2) Stripe the field during the season, as needed.
- 3) Inspect and maintain the field to ensure proper appearance, usage, and safety of all participants.

TEAM MANAGER

- 1) shall help the Sport Coordinator organize the team and recruit players.
- 2) shall work with the Equipment Manager for the purpose of obtaining and returning uniforms and equipment.
- 3) shall schedule practices at his/her own **DISCRETION**, other than at the time of PSR.
- 4) shall notify team members and coaches when a game is cancelled.
- 5) shall furnish schedules to all players.
- 6) shall act in a prudent and responsible manner while managing.
- 7) shall be responsible for discipline:
 - a) problems which cannot be resolved with the parents will be referred to the Executive Board.
 - b) discipline shall be administered in a Christian manner.
 - c) discipline shall be administered in accordance with the North County CYC and St. Rose Philippine Duchesne By-Laws.
- 8) shall ensure that each player has a valid CYC ID Card and Florissant Resident Card when applicable.
- 9) shall recruit and select coaches for his/her team.
- 10) shall be responsible to the Coordinator and Athletic Association for compliance with the District and Parish Constitution and By-Laws.
- 11) shall request cooperation of the fans.
- 12) shall be responsible for all SRPD equipment under his/her control.
- 13) shall assign duties and responsibilities to the coaches.
- 14) shall ensure that the coaches are familiar with the program rules and regulations.
- 15) shall give reasonable notice to the Coordinator when his/her duties can no longer be fulfilled.
- 16) shall be responsible for obtaining his/her own CYC ID Card.
- 17) shall safeguard the players' CYC ID Cards in his/her custody.
- 18) shall relieve a coach of his/her duties when the circumstances warrant it.
- 19) shall be responsible for the provisions of Articles 3 and 7.
- 20) shall notify second grade players, at the completion of the season, that CYC ID Cards will be required for third grade play.
- 21) shall assist in determining if his/her players are complying with Article 6.C.
- 22) shall **NEVER** add players to his/her team without **approval of the Sport Coordinator**.

TEAM COACH

- 1) shall be responsible for obtaining his/her CYC ID Card.
- 2) shall be responsible to the manager for compliance with program rules and regulations.
- 3) shall be responsible for all SRPD equipment under his/her control.
- 4) shall assist the manager by following all reasonable directions and requests.
- 5) shall assume the duties of the manager when he/she is unable to attend a practice or a game.
- 6) shall act in a prudent and responsible manner when coaching.
- 7) must meet Archdiocese criteria, including, but not limited to; Protecting God's Children.

PROVISO

Any matter not covered by this Constitution and By-Laws shall be left to the discretion of the governing St. Rose Philippine Duchesne Executive Board and/or the President.

Revised 09/14/11

Revised 09/17/12

Athletic Association Officers

President	Steve Gantner
Vice President	Joe Eaton
Parish Rep	Steve Orf
Treasurer	Chad Cattoor
Secretary	Carl Wallace

Coordinators

Baseball	Thom Jedding
Softball	Amy Orf
Soccer-Boys	Kevin Carpentier / Kevin Dieteker
Soccer-Girls	Doug McCrady
Volleyball	Dawn Merriman
Basketball-Boys	Jim Beane
Basketball-Girls	Tim Holschen
Track	Walt Anger
Golf	Dave Loomis
Baseball/Softball Equipment	Nate Rea / Kate Meyer
Soccer Equipment	Vince Greco
Basketball Equipment	Larry Kostecki
Training Clinic Basketball	Aaron Branson
Training League Soccer Tourney	Chad Cattoor
Field Maintenance Manager	Kevin Carpentier
Concession Coordinator	Dave Loncaric