

ST. PAUL ATHLETIC ASSOCIATION

CONSTITUTION & BY-LAWS



ST. PAUL ATHLETIC ASSOCIATION CONSTITUTION

ARTICLE I NAME & OBJECTIVE

SECTION I - NAME

- A. The name of this organization shall be the St. Paul Athletic Association.
- B. This association is a non-profit organization operating under the jurisdiction of the Pastor of the St. Paul Catholic Church.

SECTION II- PURPOSE

The purposes for which this athletic association is formed are:

- A. To comply with the objectives of the Policy and Procedures Handbook of the Catholic Youth Organization (CYO) and its mission statement. To offer to all youth, sports and recreation programs emphasizing friendly competition through good sportsmanship modeled by adult participants. To invite all participants, Catholic and otherwise, youth and adults, to share in the life of their faith community.
- B. The St. Paul Athletic Association shall be recognized as an Association within Zone V. Membership of this Association in Zone V is predicated upon the continued compliance with the accreditation requirements detailed in the Policy and Procedures Handbook and the desire of the Parish to remain. A Parish cannot lose its membership, but may be placed on probation or suspension for violations of current CYO and/or Zone rules or indebtedness to the Zone. Violations may be by individual members, or teams or Parish violations. There will be a yearly membership accreditation review by the Zone/City Officials for each participating parish in order to maintain membership.
- C. This Association shall provide for the members of this parish the opportunity for their children to participate in athletic programs that will promote the religious and social development of its youth as well as developing athletic skills under the supervision by responsible adults. With the safety of the children being of utmost importance and free of personal adult ambition and glory.
- D. To provide the young people and parish members the opportunity to

compete in divisions constructed by age. Leagues will be further divided into first year age groups and second year age groups if possible. These teams will be constituted in accordance with current City CYO rules and within the leagues form in Zone V, for the sport consisting of:

- 1. Volleyball**
- 2. Soccer**
- 4, Flag Football**
- 3. Basketball**
- 4. Track**
- 5. Baseball**
- 6. Softball**
- 7. Other sports as designated by the ZONE**

E. This Association is to manage and maintain facilities necessary for the promotion of athletic and recreational activities, as outlined in the CYO Policies and Procedures Manual, Standard IV, Organization and Administration.

D. The division breakdown shall be in accordance with the current CYO Sports Program Coaches Handbook:

- Tot Division**
- Tiny Division**
- Pee Wee Division**
- Mite Division**
- Cub Division**
- Junior Division**

The Parish Registrar will comply with the CYO Policies and Procedures Handbook for organizing teams in each City recognized league in each division.

ARTICLE II CYO PARISH MEMBERSHIP

SECTION I- REQUIREMENTS

A. The requirements to become a CYO member of the St. Paul Athletic Association shall be determined by Canon Law and the active participation in all the Association's activities. Membership to the association is a year round obligation and does not end at the end of a sport season. Participation in monthly meetings, fundraisers, etc. is highly encouraged.

- B. Membership in this association is predicated upon the continued compliance with the requirements detailed in the Policy and Procedures Handbook, in good standing with the association and the desire of the member to remain. A member may be placed on probation or suspension for violations of current CYO and/or Zone rules or indebtedness to the Parish. Violations may be by individual members or team support fans or Coaches violations.

SECTION II- MEMBERSHIP

- A. Any adult who is a parent or guardian of a child participating in the St. Paul Athletic Association or who is a coach or parishioner may be a member of this association upon completion of all registration requirements and accreditation requirements.
- B. Every applicant for membership who has met membership eligibility and provided his or her minimum registration fee requirements for at least one sport activity is a member for that current sports year provided there are no outstanding debts. Debts refer to monies owed from current or previous registration, fundraisers, outstanding payments or uniforms that were not returned from any previous sport participation.

ARTICLE III OFFICERS

SECTION I - ELECTED OFFICERS

Any adult in good standing with this association is qualified to hold office in this association. The elected officers of this organization shall be:

- A. President**
- B. 1st Vice President**
- C. 2nd Vice President**
- D. 3rd Vice President**
- E. Athletic Director**
- F. Recording Secretary**
- G. Registrar**
- H. Parish Minister**
- I. The Reverend Pastor or his representative-Ex-Officio**
- J. (Any Other Officer necessary to operate the Organization)**

SECTION II- APPOINTED OFFICERS

The President may appoint the following officers. Appointees should have at least two years experience in one of the following: Coaching, assistant coaching,

parish officer or board member and/or commissioners.

- 1. Volleyball Commissioner**
- 2. Soccer Commissioner**
- 3. Basketball Commissioner**
- 4. Track Commissioner**
- 5. Baseball Commissioner**
- 6. Softball Commissioner**
- 7. Parliamentarian**
- 8. Other sports activity commissioners as designated**

The Parish Pastor and President are responsible for nominating and appointing a Treasurer for the organization.

SECTION III- PARISH EXECUTIVE COMMITTEE

The elected Officers of the Parish Association shall constitute the Parish Executive Committee.

ARTICLE IV ELECTION OF OFFICERS

SECTION I - TERM

Elections for Officers shall be held annually for staggered two-year terms. During a regular meeting of the Parish Association in July, the Parish Membership shall elect officers according to the following schedule:

- a. Year Ending in an Even Number: President, 2nd Vice President, Treasurer and Registrar.*
- b. Year Ending in an Odd Number: 1st Vice-President, 3rd Vice President, Athletic Director, Secretary, Parish Minister.*
- c. If other officers are elected they will be balanced between the odd and even years.*

All Officers elected shall serve for a period of two (2) years (Parish has the option to set term limits). *In the event of a vacancy of any position in the off-year of election for that position, the individual appointed or elected will serve only for the one year and or months remaining in the term of that position.*

SECTION II- NOMINATIONS

The process for nominations shall be as follows: after the appointment of the Nominating Committee by the President at the May meeting, the Nominating Committee will meet to prepare a slate of recommended nominees. At the June meeting, the slate of nominees will be announced to the membership.

Nominees can come from coaches, parents, Board members or registered parishioners at the June regular meeting from the floor for the addition of nominees (if any are proposed) added to the list of recommended nominees. Then all nominations will be closed. All the nominees accepted at the June regular meeting will be presented at July regular meeting for election. Additional nominees are not allowed at the July regular meeting.

SECTION III- ELECTION PROCEDURE

- A. The Parliamentarian will preside over the election of officers. The President will appoint a presiding officer to conduct the election if the Parliamentarian is absent from this meeting.
- B. The Parliamentarian will state the rules governing the election.
- C. The Chairperson of the Nominating Committee will read nominations from the Nominating Committee and any others accepted at the June regular meeting.
- D. Method of voting shall be secret ballot when two or more candidates are running for office. When only one candidate has been nominated for an office, a motion to elect by acclamation may be made from the floor. (Example: Mr. X is nominated for President, by acclamation we will proceed to vote. All in favor say aye and those opposed say nay or no.)

SECTION IV- VOTING DELEGATES

- A. Only member coaches in good standing for the current CYO calendar year are eligible to vote on all motions for the elections brought before the Association at any regular or special meeting. Only member coaches

in good standing (see section VII) and having attended four (4) meetings during the current CYO calendar year are eligible to vote and make motions on the elections.

- B. Eligible voting delegates shall be a maximum of four (4) team coach members in good standing from each participating team to vote on elections brought up any Parish meeting or special meeting.
- C. Parish Officers shall be elected at the July meeting by a majority of the votes cast. The incumbent Parish Officers will also be eligible to vote with the exception of the President who may only vote in case of ties.
- D. Any Executive Committee member absent either a.) Two consecutive board meetings, or b.) Three board meetings in a CYO calendar year without proper notification to the President or Secretary prior to the meeting and without valid reason will automatically forfeit any voting privileges for the remainder of the CYO year pending any further action by the Grievance Committee.

SECTION V- INSTALLATION OF OFFICERS

The newly elected Officers will assume office immediately on August 1. All books and records must be turned over to the new officers immediately.

SECTION VI- VACANT OFFICES

If the Parish President voluntarily resigns this position, then the Vice President shall assume the duties and responsibilities of the office of the President of this Association for the remainder of the uncompleted term. If any other elected Officer chooses to leave his/her position prior to the completion of their term, and then in such a case, the Parish President shall appoint a person to serve the remainder of the term. Also, if the Parish Executive Committee feels that an elected Officer is lacking in his/her duties, they may vote the Officer out of office.

- A)** A letter will be sent to all executive committee members and dated requesting a hearing on board members not doing their job.
- B)** A hearing will be held within 15 days by the President or next in line (if needed).
- C)** Majority of the executive committee must be present. No member may be expelled by less than a two-thirds vote.
- D)** Election will be held to replace that position if needed.

SECTION VII-GOOD STANDING

1. A coach will not be allowed to vote or hold office during the period that they are under disciplinary action.
2. Must attend at least four (4) meetings during the CYO year to be eligible to vote at elections.
3. Must not owe the parish outstanding monies, equipment and/or uniforms.

ARTICLE V REGULAR MEETINGS

SECTION I

The Secretary or a Parish Officer will post at a convenient location in the Parish bulletin, and give all coaches a schedule of regular meetings for the CYO year. There shall be no less than two meetings per quarter (i.e., Sept.-Nov.; Dec.-Feb.; Mar.-May; Jun.-Aug.) for the Association Membership to be held and no less than one monthly meeting for the Parish Executive Officers, if needed, scheduled as facilities are available; however, the President may call special meetings at any time, notice of such meetings to be given by a telephone committee. A roll call will be taken of all officers and members and record kept. In the event that the President fails to call the monthly meeting within 45 days, the Vice President will have the right to call a meeting. No meeting shall be conducted with no less than three (3) officers and half of the membership parish or association present. By Executive decision or by majority vote of the membership, one upcoming meeting during the current CYO calendar year may be deleted from the scheduled meetings.

- A. Regular meetings shall run for one hour-thirty minutes maximum time. Individual members, who desire to address the membership, will request to be placed on the agenda and have a three (3) minute time limit placed on each speaker for presentation. The general discussion will not hear grievances, appeals, protests or personal complaints of individuals. The general discussion is afforded to allow members an opportunity to make suggestions to improve the Parish operations.
- B. All issues to be addressed at the upcoming Parish meeting shall be placed on the agenda. These items for discussion will be presented to the Parish President for consideration to be included at the upcoming meeting seven (7) days prior to the scheduled meeting.

The President or presiding officer has the right to conclude or stop the open forum at any time the situation becomes unruly.

SECTION II- SPECIAL MEETINGS

The President may call special meetings of the Parish Association at any time that such a meeting becomes necessary. Twenty-four (24) hour notice of the same shall be given to all the Parish Executive Committee members. Notice shall consist of personal contact (if possible) messages left on an answering machine, pager or to family members. If the majority of the Parish Executive Committee members are notified, the special meeting will be conducted.

SECTION III- VOTING (REGULAR AND SPECIAL MEETINGS)

- A. Only member coaches in good standing for the current CYO calendar year (see Article IV sec. VII) are eligible to vote on motions brought before the Association at any regular or special meeting. Only member coaches in good standing for the current CYO calendar year are eligible to may make motions.
- B. Eligible voting members shall be a maximum of four (4) team coach members in good standing from each participating team to vote on motions brought up any Parish meeting or special meeting.
- C. Motions made and seconded, shall be enacted, when approved by a majority of the votes cast. The Parish Officers will also be eligible to vote with the exception of the President who may only vote in case of ties.
- D. Any Executive Committee member absent either a.) Two consecutive board meetings, or b.) Three board meetings in a CYO calendar year without proper notification to the President or Secretary prior to the meeting and without valid reason will automatically forfeit any voting privileges for the remain of the CYO year pending any further action by the Grievance Committee.

SECTION IV- EXECUTIVE COMMITTEE

The Parish Executive Committee meetings shall be held at the call of the President

ARTICLE VI QUORUM

SECTION I - REGULAR MEETING

A quorum shall consist of a majority of the members present at any regular meeting of the Parish.

SECTION II- SPECIAL MEETING

A quorum shall consist of a majority of the members present at any special meeting of the Parish.

ARTICLE VII AMENDMENTS

SECTION I - AMENDMENTS

- A. The Parish will establish this Constitution and By-laws to govern the Parish Sports Program. This Constitution and By-Laws will not contradict the rules establish by the City CYO Policies and Procedures Handbook unless it is deemed appropriate by the Parish Executive Committee and approved by the Parish Pastor.
- B. The Parish will approve the changes to be amended, at any regular, executive, or special, meeting of the Association by a majority of the members present. The process for an amendment shall be as follows: after the discussion the particular meeting for the need of a proposed amendment, an amendment will be formulated and prepared for presentation at the next appropriate meeting. This version of the amendment shall be presented to the Membership and read. If no other changes are necessary, the amendment will be voted upon and adopted.

ARTICLE VIII -

SECTION I

The Association shall be governed by a code of By-Laws to be adopted simultaneously with the adoption of this Constitution.

ARTICLE IX - PROCEEDINGS

SECTION I

Roberts Rules of Order shall govern all meetings of the Association where procedure is not otherwise provided herein or the by-laws of the city Handbook.

ST. PAUL ATHLETIC ASSOCIATION BY-LAWS

ARTICLE I DUTIES OF THE ELECTED AND APPOINTED OFFICERS

SECTION I- PRESIDENT

The President shall:

- A. Direct all activities of the Association
- B. Schedules, makes needed reservations, and presides over SPAA meetings.
- C. Act as official spokesperson for the Association.
- D. Appoints all necessary committees. The focus and powers of these committees will be defined at the time. Each committee will be directly responsible to the President.
- E. Attends and reports on Zone meetings. If the President is unable to attend, the President must appoint a representative to attend for them.
- F. Sets dates of SPAA fund raisers with the Executive Board.
- G. Responsible for the annual scheduling of all facilities needed at St. Paul for the association.
- H. Signs releases from St. Paul for other parishes after conferring with the Athletic Director and Registrar.
- I. Coordinates with other parishes the activities of SPAA
- J. Acts as an authorized co-signer for the SPAA checking account.
- K. Works with the Treasurer in budgeting and maintaining account books.
- L. Point of contact for approval of individual team fund raisers. Signature from another office is required. Executive Board is responsible for overseeing the administration of the fund raiser.
- M. Coordinates all communication to coaches, St. Paul Church, the Zone and the Chancery.
- N. Insures that no one person, the President included, will exercise an act that will contractually obligate the SPAA Treasury for more than fifty (\$50.00) dollars without the proper authorization of the Executive Board.
- O. Represents or designates a representative of the St. Paul Athletic Association in any needed official capacity.
- P. Acts as a voting member of the Zone and appoints the other voting members.
- Q. Serves on the Grievance Committee, except when there is a conflict of interest.
- R. Must have already attended the coaches' accreditation or must seek accreditation at the first available date following elections.
- S. In conjunction with the Athletic Director, be responsible for scheduling,

setting practice schedules and budgeting the cost for each sport as outlined in the Policy and Procedures Manual, Standard VI.

- T. With the Athletic Director, be responsible for the interview and selection of team coaches.
- U. Perform all duties; such as represent the Association at the Zone and City CYO level, which may effect the Association's voting eligibility.
- V. Be a representative or appoint an alternate representative at all Parish Council meetings.
- W. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.

SECTION II- 1st VICE PRESIDENT

The Vice President shall preside in the absence of the President and should be prepared to perform all the duties of the President should the need arise. The Vice President shall:

- A. Assume the duties and responsibilities of the office of the President of this Association for the remainder of the uncompleted term if the President resigns.
- B. Fulfills duties of the President when President is not available to fulfill duty.
- C. Perform the duty of monitoring the accreditation process and report to the membership of these requirements.
- D. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.
- E. Assists the President and is actively aware of all programs concerning SPAA.
- F. Maintains records on Sexual Abuse Questionnaire and Sexual Misconduct Workshop Certificates.
- G. Assists the Athletic Director and President in the review and selection of head coaches, assistant coaches, team parents, etc. as well as submits the names for approval to the Executive Board.
- H. Maintains file book on all teams. Official team rosters, players' contracts, coaches' releases, team schedules, team standing, etc. must be up to date.
- I. Maintains current listing of all phone numbers for officers, head coaches and other team officials.
- J. Acts as a voting member of the Zone.
- K. Serves on the Grievance Committee except when there is a conflict of interest.
- L. Must have already attended the coaches' accreditation or must seek accreditation at the first available date following elections.

SECTION III- 2nd VICE PRESIDENT

The duties of the Second Vice-President shall include but are not limited to the following:

- A. In the absence of the First Vice-President, performs respective duties of the office in addition to his/her own.
- B. Coordinates with the Treasurer the purchase of office and concession supplies.
- C. Serves as a Chairperson of Concession whenever SPAA is committed.
- D. Responsible for coordination of concession stands at all SPAA events.
- E. Serves as the Chairperson of any facilities used by SPAA and in charge of maintenance and improvement. Serves as liaison in obtaining game and practice information to ensure facilities are prepared of events as needed. Serves as Chairperson of all Zone and Parish workdays.
- F. Point of contact for the resolution of situation resulting from administration problems.
- G. Obtains needed refreshments for meetings and ceremonies.
- H. Acts as voting member of the Zone.
- I. Serves on Grievance Committee, except when there is a conflict of interest.
- J. Must have already attended the coaches' accreditation or must seek accreditation at the first available date following elections.

SECTION IV- 2nd VICE PRESIDENT

The duties of the Third Vice-President shall include but are not limited to the following:

- A. In the absence of the Second Vice-President, performs duties of the office in addition to his/her own.
- B. Serves as chairperson of the Association's fund raisers.
- C. Responsible for award ceremonies including purchase of trophies, patches, certificates, and necessary items.
- D. Assists Athletic Director with equipment. Purchasing, inventory, distribution, and collection.
- E. Coordinates with Athletic Director all athletic activities. Practice, game schedules, and contracts needed for needed facilities.
- F. Assist Athletic Director with keeping coaches informed of accreditation dates and coaches' responsibilities.
- G. Acts as voting member of the Zone.
- H. Serves on Grievance Committee, except when there is a conflict of interest.
- I. Must have already attended the coaches' accreditation or must seek accreditation at the first available date following elections.

SECTION IV – ATHLETIC DIRECTOR

The Athletic Director shall:

- A. Attends Zone meetings and reports to coaches information concerning sport. Must also be well versed in the rules of the game.
- B. Responsible for the purchase of all athletic equipment.
- C. Coordinates with the Second Vice-President all athletic activities. Including practices and game schedules.
- D. Holds seminars on rules at the beginning of the sport season.
- E. Available to aide coaches in filing and supporting protests.
- F. Provides coaches with game and practice schedules. Notifies coaches of changes as soon as possible.
- G. Along with 2nd Vice President, Keeps inventory records of all equipment. Checks out and receives all equipment.
- H. Point of contact for coaches needing sports equipment. An Equipment Checkout/In and Request form will be submitted to the AD and after discussion with the Executive Board, written approval of needed items will be given.
- I. Provides in a timely manner, the needed equipment to each team after receiving a written request.
- J. Maintains equipment storage facilities.
- K. Plans, assigns, and supervises the scheduling of all available facilities used for games or practices. AD must report to Executive Board status of practice schedules.
- L. Keeps all coaches informed of accreditation dates and coaches' responsibilities.
- M. Assist the Registrar in checking carefully all rosters to insure that a team is composed correctly and in accordance with Association guidelines.
- N. Signs releases from St. Paul for other parishes after conferring with the President and Registrar. Obtains signatures on releases needed by St. Paul within Zone.
- O. Point of contact for the resolution of situation resulting from sporting related problems.
- P. Acts as voting member of the Zone.
- Q. Serves on Grievance Committee, except when there is a conflict of interest.
- R. Must have already attended the coaches' accreditation or must seek accreditation at the first available date following elections.
- S. Supervise the league scheduling process assisted by sport commissioners.
- T. Rule on all sport related problems and or concerns.
- U. With the President, be responsible for the interview and selection of team coaches.
- V. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.

SECTION V - SECRETARY

- A. Takes minutes for all meetings and provides copies of previous minutes for Executive Board. Topics are discussed and voted on to be placed in a file book maintained by the Secretary. Accurate minutes contain the date, actual start time, place of meeting, listing of all the officers present and an explanation of the absent offices. A detailed report is required explaining all that is discussed, results of votes and the time meeting adjourned.
- B. Provides and records in the file book all correspondence needed by the organization.
- C. Maintains all records not otherwise assigned to another officer.
- D. Directs the publicity programs. (Registration, fund raisers, announcements, etc.)
- E. Insures SPAA meetings dates are placed in the church bulletin and the school newsletter. (Notification should reach the church rectory by Monday of each week.)
- F. Maintains attendance records and keeps an up-to-date roster of SPAA active members.
- G. Makes available to all members a copy of the St. Paul Athletic Association Handbook.
- H. Is in charge of the telephone committee, responsible for notifying the members of meetings and/or functions.
- I. Acts as a voting member of the Zone.
- J. Serves on Grievance Committee, except when there is a conflict of interest.
- K. Must have already attended the coaches' accreditation or must seek accreditation at the first available date following elections
- L. Keep a calendar of all Association activities, as well as all the member parish activities.
- M. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.

SECTION VI - TREASURER

The Treasurer shall:

- A. Keep complete records of bank accounts, savings accounts, pay all bills.
- B. Receives all monies belonging to Association and deposits funds within a timely matter. (72 hours upon receiving).
- C. Issues receipts for all monies collected from registration and other SPAA activities.
- D. Requests checks for all expenses and obligations of the Association. Any check over \$1,000.00 requires the signature of the Pastor, who is an authorized co-signer.

- E. Reconciles the registration fees versus the money deposited at the end of each sport season.
- F. Reconciles the checkbook balance to the monthly bank statement.
- G. Provides the opportunity for the Executive Board to review a copy of the monthly bank statement. The treasurer's report will be given to all members at the monthly meeting.
- H. The treasurer must obtain verification signature from 2nd party (Board Member) upon need to have monies leave the premises.
- I. Requests sponsor checks and acknowledgement letters.
- J. Audits the account books on a monthly basis with the Parish Youth Director and on a quarterly basis with the President, or his/her designated representative, and rotating Board Officer.
- K. Serves as an ex-officio member of all committees concerned with fund development.
- L. Acts as a voting member of the Zone.
- M. Serves on the Grievance Committee, except when there is a conflict of interest.
- N. Must have already attended the coaches' accreditation or must seek accreditation at the first available date following elections.
- O. Coordinate with the President and Athletic Director, the amounts of assessments for the various sports, depending on the number of teams per parish.
- P. Assist and provide guidance to the members on the proper reporting/collecting information or monies required by the CYO Central Office and assist in Parish fee schedules as outlined in the Policy and Procedures Manual, Standard VI.
- Q. Render a monthly account of financial activities of the Association to the Zone
- R. Provide payment of the services to contracted associations, vendors and other obligations.
- S. Be required to be at Parish functions and sport events to properly maintain accounting of the finances, i.e. gyms, fields, fundraisers, etc.
- T. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.
- U. Persons authorized to sign checks should not be related.

SECTION VII- REGISTRAR

- A. The Registrar shall be responsible for scheduling pre-season sign up registration. Responsible for registration completion for all teams, for checking all birth certificates, verifying player's releases and letters of parishioners. Will complete rosters and submit all documentation to the City, Zone and coaches.
- B. Sets up registration schedule for each sport at the discretion of the President and the Executive Board.
- C. Serves as Official Registrar of all sports.

D. In accordance with the CYO Sport's Program Policy:

a. Section V, Paragraph B, CYO Handbook.

- i. (Each Parish is to have one or more official CYO Registrars appointed by the Parish Moderator. The official Registrar is the only person authorized to register CYO participants. The only exception will be one of the Parish Priest, his signature alone is sufficient. The Parish Priest's signature MUST be on every registration card. Whether or not the Priest serves as a registrar.)
- ii. Registers all participants per sport and keeps files of all registration in order of registration. Information is to include child's name, legal address (street and zip), resident parish, registered parish (if not resident of St. Paul) current phone number, date of birth, guardian's name and work number if available
- iii. Determine eligibility of all players in accordance with Section IV of the CYO Handbook. (Verifies registered parishioners addresses and dates of birth.)
- iv. Fills out and turns over needed release forms to Athletic Director to obtain the needed signatures from other parishes.
- v. Fills out registered parishioner letters and Active but Not Registered Letters after verification and obtains Parish Priest's signature. (Registered parishioners, i.e., parishioners using the envelope system for six (6) months or longer.)
- vi. Collects all registration form and obtains Parish Priest's signature. Maintains file of parish's copies. Delivers parent's copies.
- vii. Fills out official roster forms and maintains parish's copies.
- viii. Helps issue receipt for all monies collected from registration and insures all athletes are properly registered.
- ix. Files all Zone copies of the registration forms and rosters with the proper zone official.
- x. Files all Chancery copies of the registration form, registration fees, rosters, releases and parishioner letters with the CYO office as per CYO handbook. (Note: do not use staples on any paperwork.)
- xi. Reports on status of registration to the Executive Board and to the general membership.
- xii. Reports to coaches the status of rosters.
- xiii. Maintains files on roster and registration forms.
- xiv. Handles the replacement of athletes dropping and adding according to: CYO Handbook, Section V, Paragraph E and F.
- xv. Handles late registration if needed.
- xvi. Appoints assistants to aide in the registration processing as needed.

E. Present hardship cases to the Executive Board.

- F. Acts as a voting member of the Zone.
- G. Serves on the Grievance Committee, except when there is a conflict of interest.
- H. Must have already attended the coaches' accreditation or must seek accreditation at the first available date following elections.
- I. The Registrar shall attend the required training on the proper registration procedures. These procedures are outlined in the Policy and Procedures Handbook, Standard II.

SECTION VIII- SPORTS MINISTER

The Parish shall have an elected Sports Minister to assist the City CYO in the development of the Parish Team Ministers and the duties to foster faith development.

SECTION IX- SPORTS COMMISSIONER

The commissioners of sports may be appointed by the Parish President to assist the Athletic Director in the discharge of the duties of the Athletic Director. Each Sports Commissioner, in conjunction with the Athletic Director shall be responsible for (but not limited to) the following duties:

- A. Coordinate with the Athletic Director and Third Vice-President all athletic activities. (Practices, game schedules and contracts for needed facilities)
- B. Assist Athletic Director in coordinating equipment distribution and collection in the respective commission's sport.
- C. Assist Third Vice-President in coordination of fund-raising activities.
- D. Serve as a liaison between Athletic Director and Coaches.
- E. Serve as a point of contact for the resolution of the situations stemming from on-field problems.
- F. Assist Second Vice-President with coordination of Concessions Stands at any SPAA event.
- G. Assist registrar and Treasurer with registrations, including but not limited to his/hers commission's sport.
- H. May be called on to act as voting member of the Zone.
- I. May be called on to serve the Grievance Committee, except when there is a conflict of interest.
- J. Must have already attended the coaches' accreditation or must seek accreditation at the **first** available date following his/her appointment.
- K. Formation of sports division or divisions.
- L. Ascertain number of teams.
- M. Contacting the teams if there are schedule changes.
- N. Abide by City CYO recommended starting and closing dates.
- O. Ascertain umpiring services, subject to approval by the Executive Committee.

- P. Assist the Treasurer, President and Vice President in collection of such funds.
- Q. Assisting in acquiring necessary facilities approved by the Executive Committee.
- R. Assist the Athletic Director in whatever player eligibility problems might arise.
- S. Work with the Zone Sports Coordinators to assure the smooth operation of, and complete coordination of all scheduling, changes, standings and award programs.

ARTICLE II BEHAVIOR AND DISCIPLINE

SECTION I

- A. The Parish Officers shall take the responsibility of reprimand for undesired behavior by managers, coaches, players and spectators for violating rules of conduct as per the City CYO Sports Handbook or misconduct considered detrimental to the best interest of this Association or objectives.
- B. Parish Officers shall constitute the Grievance Committee (unless the Officer is directly involved in the grievance) and have the authority to place offenders on probation or suspension.

SECTION II

- A. All accusations shall be dated and in writing within ten (10) days from the incident as required by the CYO Policy and Procedures Handbook, Standard VIII.
- B. The grievance shall be filed with the person in charge of the next level up from the level of occurrence, i.e. if the grievance is lodged against a coach within a parish athletic association, the grievance is filed with the association president, if against a zone decision, with the Archdiocesan CYO Sports Director, etc.
- C. The St. Paul Parish Pastor has responsibility to rule on all Parish level matters.
- D. The general guidelines for proceedings and appeals shall be as outlined in the CYO Policy and Procedures Handbook, Standard VIII.

SECTION III

- A. The grievance shall be dated, signed, contain the facts of the incident, the salient rule or procedure that is alleged to have been violated, and the names of witnesses who will testify, if necessary.

- B. The person in violation must be present at such hearing.

SECTION IV

- A. The decision reached by the Parish Executive Committee on behavior and discipline may be appealed to the Parish Pastor.
- B. The decision reached by a Zone AD Committed may be appealed to the Zone Executive Committee. Appeals made at any Zone Level may be appealed to the next level up until the CYO City Executive Council level from which there is no appeal.
- C. During each phase of the process, all should keep in mind that they are operating within the context of a CYO program and not an adversarial-based confrontation. The good of the program is a program existing for the benefit of children and should remain paramount.

ARTICLE III MEMBER COACHES

SECTION I

- A. The President and the Athletic Director will accomplish selection and screening of coaches for this association.
- B. All Association coaches must be certified in accordance with current City CYO rules. Parish Vice President is responsible for monitoring the accreditation status of their coaches.
- C. Coaches are encouraged to be actively involved in all Parish activities.
- D. Coaching ability for the specific athletic activity is highly recommended.
- E. A Head Coach of any sport must be at least 21 years of age.
- F. Evaluation of the coaches will be accomplished as required and outlined in the CYO Policy and Procedures Handbook, Standard XIII.
- G. Volunteers who wish to participate in CYO must understand the necessity of screening. Not all who volunteer should or will be accepted. CYO reserves the right to conduct (or have conducted) background checks as outlined in the CYO Policy and Procedures Handbook, Standard VIII.
- H. Must be in good standing. (See Article IV, Section VII)

ARTICLE IV AWARDS AND SPECIAL RECOGNITION

SECTION I

During each CYO sports calendar year (September 1-August31), outstanding personnel or teams may be recognized according to the following award titles:

1. Top Boy/Top Girl
2. Top Man/Top Woman
3. Top Coach
4. Top Team
5. Other titles as designated by the Association.

SECTION II

Qualifications for each proposed recipient of an award shall be submitted in writing to the Executive Committee in a timely manner and format as designated by the President. The Executive Committee will convene to review the qualifications and to select the award recipients.

SECTION III

Each Executive Committee member may cast one (1) vote for each candidate of a specified award. The Parish President may only appoint an alternate-voting representative when unable to attend. The selected candidate must receive the largest number of votes.

ARTICLE V FINANCIAL POLICY

SECTION I

Funds for the Parish Association shall be derived from participation fees collected from participants as well as from concessions, fundraisers, endowments, gifts, grants, bequests and such other sources as the Parish Executive Committee sanctions. All income collected in the name of the St. Paul Athletic Association shall be the property of the Association and be deposited in the account of the Parish CYO Association. All Major expenditures will require two signatures (Pastor-President, President-Treasurer, etc.) for settling all debts by the Association. Persons authorized to sign checks should not be related.

SECTION II

- A. All team fundraisers must be approved by the parish CYO Board.
- B. All money and bills must go through the treasurer.
- C. Teams are encouraged to seek out sponsors to help offset cost.

SECTION III

The Parish Officers, in compliance with the Policy and Procedures Handbook, Standard VI, will set forth participation fees (see attached sample). This participation fee breakout shall be prepared and given to each parent member.

By signature of the majority of the Parish representatives, this Constitution is hereby adopted on August 1, 2008.

Approval Signatures:

President

1st Vice-President

2nd Vice-President

3rd Vice-President

Athletic Director

Secretary

Treasurer

Registrar

Parish Minister

Pastor

Coaches:

Attachments

1. Figure 1: CYO Participation Fee Breakout
2. Figure 2: Coach Application Form
3. Other Forms or Contracts as required for this Parish

Figure 1

ST. PAUL PARISH CYO PARTICIPATION FEE

Recipient Amount	Purpose	
Archdiocesan CYO Sports Program	Administration of Archdiocesan-wide program: forms, salaries, overhead, etc.	\$ 10.00/year
Parish Athletic Assoc.		Per Sport
	Equipment	\$ 2.00
	Facilities maintenance	\$ 15.00
	Administration: forms, supplies, etc.	\$ 2.00
	Utilities	
	Concessions/Cleaning	\$ 5.00
	Other----Misc. (Parish Giving)	\$ 5.00
	Patches	\$.50
	Trophy---Awards	\$ 3.50
Zone	Team Fee \$250-350	\$ 27.00
	Zone facilities upkeep	\$
	Rental for athletic facilities	\$
	Utilities	\$
	Concessions	\$
	Other	\$
Total		\$ 70.00

- **The zone has a fund-raiser that requires each player to sell 10-15 tickets (\$20), not included above.**
- **Uniforms are the responsibility of each team, but may not spend more than \$60 per player.**

Figure 2

St. Paul Athletic Association

Head/Asst Coach Application-Agreement Form CYO Year 20____ - 20____

Coaches Name: _____ Address: _____.

City: _____ Zip: _____ Home Phone: _____.

Can you be contacted at work? Yes _____ No _____, If yes, provide Phone number: _____.

Sport Applying for: _____.

Division Applying for: _____.

PROPOSED PRATICE LOCATION AND TIMES:

PLACE: _____ Start Time _____ End Time _____

Address: _____ Days of Week: _____

I have read, signed and agree to the terms, requirements and responsibilities as outlined in the CYO Policies and Procedures Handbook Code of Behavior for CYO Coaches. I also understand that the CYO is a CHRISTIAN Organization. That all coaches must be beyond reproach. That I must show by example the proper behavior when things go right and especially when they don't. I understand that unchristian behavior will not be tolerated. That I can be suspended until a hearing is held after any infraction. At that time if I am found in violation of policies and procedures, I could face removal from the team or other possible sanctions based on the decision of the Grievance Committee.

Candidate's Signature: _____ Date: _____

Approved

By: _____
President Date Athletic Director Date