

**NORTH COUNTY  
CYC  
ATHLETIC  
ASSOCIATION**

**CONSTITUTION,  
BY-LAWS & RULES**

*January 2010*

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**FORWARD**

The North County District was organized to provide a coordinated sports program for the youth of the Member Athletic Associations. It is important that every Spiritual Director, Parish Representative, Sport Coordinator, Manager and Coach take time to review all the rules and regulations under this cover. It is our hope that with your complete and necessary cooperation, this organization will create a better understanding of what we are trying to accomplish in servicing the youth within the North County District. With this in mind, we hope to make every effort to continue to serve God's children in the true tradition of His will.

\* \* \* \* \*

This revision of the North County CYC Constitution, By-Laws and Rules is in effect as of January 2010. Read all of these rules very carefully.

Be sure to read ALL of the data that is provided in the packets distributed at the Sport Kick-off Meeting: the Information for Managers (Guidelines), the Official Sport Rulebook, and our Supplemental Rules.

**KNOW THE RULES AND TEACH THEM TO YOUR PLAYERS & PARENTS**

**NORTH COUNTY CYC  
ATHLETIC ASSOCIATION  
CONSTITUTION**

*IN COMPLIANCE WITH ARTICLE III, SECTION 1, OF THE OFFICIAL CONSTITUTION AND BY-LAWS OF THE ST. LOUIS ARCHDIOCESAN CYC ATHLETIC ASSOCIATION, THE NORTH COUNTY DISTRICT CYC HEREBY ISSUES IT'S CONSTITUTION, BY-LAWS AND RULES.*

**ARTICLE I:    *NAME***

This organization shall be known as the North County District CYC Athletic Association, associated with the Catholic Youth Council (CYC) of the Archdiocese of St Louis.

**ARTICLE II:    *PURPOSE***

The general aim of the Catholic Youth Council is to help a boy or girl become an ideal youth, firmly loyal to God, church, community and country; physically fit, mentally alert and morally sound. Athletics, properly regulated, play a very important role in the development of youth. The Constitution, By-Laws and Rules of the North County District CYC Athletic Association are a sincere effort to promote good sportsmanship, respect for the rules and self-discipline amongst the contestants. With the help of God, may it serve as a medium for Catholic Action. We ask the blessing of God upon this phase of the Catholic Youth Council.

In keeping with the spirit of the program, a pre-game prayer involving both teams will be offered before all games. The home team will be responsible for leading the prayer.

**ARTICLE III:    *POLICIES***

**SECTION 1:    *GENERAL POLICY***

The duly elected and/or appointed Executive Board of the District shall have express authority to adopt, interpret and enforce rules and penalties consistent with this Constitution, By-Laws and Rules.

**SECTION 2**

Managers and coaches, as leaders, have the responsibility of setting good example for their youths to follow. They shall guide their youths in accordance with Catholic principles and the purpose of the CYC Athletic Association, which is primarily dedicated to the formation of character and leadership.

**ARTICLE IV:    *ORGANIZATION***

**SECTION 1:    *EXECUTIVE BOARD***

The Executive Board shall consist of one (1) lay representative from each member athletic association, all active Past Chairpersons and Past Vice-Chairpersons, the Spiritual Moderator, Sport Chairperson, Sport Officials-in-Chief, Chairperson, Vice-Chairperson, Secretary, Treasurer, Sergeant of Arms, Special Advisor(s) and Equipment Coordinator. Duties of the Executive Board are described in the *Special Rules and Procedures, Rule "H"*.

**SECTION 2:    *INAUGURATION OF OFFICERS***

The Chairperson, Vice-Chairperson, Secretary, Treasurer, Sergeant of Arms, and Special Advisor(s) term of office shall run from January 1<sup>st</sup> through December 31<sup>st</sup>. The Vice-Chairperson shall announce the incoming slate of officers at the December EBM.

**SECTION 3: EXECUTIVE OFFICERS ROTATION/TERM OF OFFICE**

The Chairperson and Vice-Chairperson are elected to two (2) year terms, and must be a member of one of the participating parishes. The Chairperson is elected at the end of odd numbered years, and his/her term begins on January 1<sup>st</sup> of even numbered years (2012, 2014, etc.) The Vice-Chairperson is elected at the end of even numbered years, and his/her term begins on January 1<sup>st</sup> of odd numbered years (2011, 2013, etc.)

Nominees for the Chairperson and Vice-Chairperson are brought forward by the parishes, and accepted by a consensus of the Board of Control. The Board of Control is responsible for insuring that the candidates are qualified for the position. Nominations are due by September of the appropriate year. At the October meeting, the accepted candidates present themselves to the Executive Board. Voting by the Executive Board occurs at the November meeting. The candidate with the largest number of votes is elected. (i.e., there is no requirement for super-majority votes or run-off elections.

**SECTION 4: LEAGUE COORDINATOR**

The Chairperson shall appoint, from the ranks of the individual parish representatives, League (Page) Coordinators for the sport in season.

**SECTION 5: SALARY**

No member of the Executive Board shall receive any compensation from the North County District CYC Athletic Association for his/her services as board members.

**SECTION 6: FINANCIAL AFFAIRS**

The financial affairs of the North County District CYC Athletic Association are the sole responsibility of the organization, with all income and disbursements being processed directly through the officers of the Executive Board. The District will abide by the financial/procedural requirements as set forth by the Archdiocesan Financial Office.

All invoices and bills issued by the NCCYC to it's member parishes shall be sent to the parish representative and the sports association treasurer and shall be due and payable within 30 days of receipt. The receipt date shall be defined as the date mailed with the US Postal Service or sent by other electronic method to the member parish's treasurer. Payment shall be considered received when it is received by the Treasurer. The parish representative will be copied on all correspondence to assist with ensuring the payment of the bill.

In the event a member parish fails to comply with this requirement then the parish will not be in good standing with the NCCYC and will not be entitled to certain rights and privileges, specifically, representing NCCYC in the Archdiocesan playoffs and receiving trophies as a league winner.

The Chairman or Treasurer will then promptly send a communication to the parish representative and treasurer for that parish advising them they are not in good standing with the district and they have fifteen days to correct this rules violation.

In the event the parish fails to cure the rules violation within the specified time frame the member parish will not be in good standing until the next sports season and when all bills are paid in full.

Exceptions

The chairman shall grant a waiver to this rule in the following circumstances within his/her discretion:

- The balance due is less than \$100
- Extraordinary circumstances
- The parish protests the invoice, has a reasonable basis for its protest and advises the district in writing of its protest within the 30 day deadline
- Clerical error
- Other reasonable cause

NCCYC will maintain a tracking of when its member parishes are not in good standing. In the event the Chairman deems a member parish is taking advantage of the correction period over the course of several sports seasons he/she shall bring the matter to the NCCYC board for evaluation of possible sanctions against the member parish.

**SECTION 7: MEETINGS**

- A. Executive Board: The Executive Board shall meet at least monthly at alternating parishes. A quorum of six (6) Parish Representatives within the District must be in attendance to render a valid decision but a quorum need not be present to conduct a meeting.
- B. Hearing Board: Guidelines for the Hearing Board are covered in the By-Laws under *Rule I, Section 1*, and under *Special Rule "F"*. The Hearing Board shall hear all properly submitted protests and all ejections considered to be serious. The Hearing Board will be chaired by the District Vice-Chairperson. All decisions rendered by the Hearing Board are final, subject to appeal only an at least three member panel of Past Chairmen, with new evidence provided at the same time. New evidence is not required for an appeal of a decision on a *playing rule* protest.  
  
Special meetings may be called at the discretion of the Chairperson. Hearing Board Meetings will be called the by Hearing Board Chairperson.
- C. Board of Control: The Board of Control will be convened upon the request of the Chairperson or at the request of any active Board of Control member with the current District Chairperson as the Board of Control Chairperson.
- D. Screening Meeting: A meeting held to place the teams in the appropriate leagues. Emphasis shall be based upon the past season's record and the consensus of the personnel in attendance.
- E. Roster Review: A meeting to review rosters for the purpose of verifying the criteria specified for releases, birthdates and grades. Rosters are to be marked through for players not in compliance with the criteria specified.
- F. Scheduling Committee: A special committee responsible for the scheduling of games based upon the results of Screening Committee.
- G. Kick-off Meeting: A general meeting where team managers and coaches receive their schedules, rosters, cover rules and general information (scorecards, manager information, constitution, etc.).
- H. Sport Chairperson Meetings: Meetings held by the Sport Chairperson with the Parish Sport Coordinators six weeks prior to the start of the season, as required during the sport season.

**SECTION 8: EXECUTIVE BOARD RESPONSIBILITIES**

The Executive Board shall have general charge of the affairs, funds, policies, property, selection of ball and/or equipment and jurisdiction over all District activities.

**SECTION 9: DUAL RESPONSIBILITIES**

Dual offices by the Executive board members are strongly discouraged, unless approved by the Chairperson.

**SECTION 10: BOARD OF CONTROL**

- A. The Board of Control consists of all persons who have served a total of four (4) years as Chairperson and/or Vice-Chairperson, and the current District Chairperson and Vice-Chairperson. In addition, the Board of Control includes any active Past Chairperson (whether from the North County, Florissant, or Metro North district) who was a chairperson prior to 2010. NOTE: As a special exception, John Schlereth and Gerry Bucher are considered to be Past District Chairpersons for Metro North, due to the inactive role of former Metro North District Chairpersons.
- B. The current District Chairperson is the Chairperson of the Board of Control.

- C. Responsibilities of the Board of Control:
1. Evaluates and either accepts or rejects nominees for the Chairperson and Vice-Chairperson..
  2. Shall be used as a source of advice or advisors to the current District Chairperson, Vice-Chairperson.
  3. In issues where the Board of Control feels the current Chairperson or Vice-Chairperson are remiss in their duties, they will investigate and report the findings to the Executive Board.
  4. Responsible for the updating of the District Constitution, By-laws and Rules.
  5. Obtain permits from surrounding municipalities/school districts for the use of fields and gyms.
  6. Shall be in charge of District Appreciation Banquet:
    - a. Active Past Chairpersons must attend six (6) EBMs per year to qualify for free admission to the District Banquet and the CYC Banquet.
  7. Fill a temporary vacancy due to a sudden/unexpected departure of an Executive Officer until the next election is held.

**SECTION 11: PROCEDURES**

The procedures of this organization shall be as described in "Robert's Rules of Order". Where these rules are in conflict with this Constitution, By-Laws and Rules, the latter shall govern.

**SECTION 12: VOTING ELIGIBILITY**

1. A quorum of parish representatives must be present in order to do business. Said quorum shall be a minimum of six (6) parish representatives. (This will not include past chairpersons or OICs.)
2. Parish Representative is defined as the person speaking and voting on the behalf of the member parish.
3. Past Chairpersons that meet the voting requirements (refer to Article IV, Sec. 10)
4. The Sport Chairperson for the current season or as long as he/she is active in meeting participation. Must be present for two (2) consecutive meetings to vote.
5. Sport OIC, only for the sport in-season.
6. District chairman, only in the case of tie.

**ARTICLE V: MEMBERSHIP**

**SECTION 1: ORGANIZED DIVISIONS**

- A. Senior Division:  
To include players who shall be at least 18 years of age..
- B. To determine the player's division for Soccer/Volleyball, use the sport year (the calendar year in which the sport year will be played) and subtract the number in the *SV* column. Enter the resultant in the *Year of Birth* column for that number in the *SV* column. Do this for all divisions. For Basketball, Baseball, and Softball, follow the same process, except use the number in column *BBS*. Match the player's *Year of Birth* with the year entered in the *Year of Birth* column. If the player was born *on or after July 31st*, that is his/her correct division.

DIVISION	GRADE	SOCCER VOLLEYBALL		BASKETBALL BASEBALL & SOFTBALL	
		SV	YEAR OF BIRTH	BBS	YEAR OF BIRTH
ATOM	3	10		11	
BANTAM	4	11		12	
MIDGET	5	12		13	
CRUSADER	6	13		14	
CADET	7	14		15	
INTERMEDIATE	8	15		16	
JUVENILE	9/10	17		18	
JUNIOR	11/12	19		20	
SENIOR	AGE 18 AND UP				

NOTE: If the player's birthdate exceeds July 31st of the Next Older Birth Year, he/she must play in that Older Division. (Each division has a range of 23 months.)

NOTE: A player must be in the grade designated for the team on which he/she is participating. (Exception: Baseball, Softball players who have just completed their senior year of high school may participate in the Junior Division.)

C. In the Intermediate Division and below, the Executive Board has the right, given supporting documentation, to allow a player who has scholastically advanced to a higher grade, to play in a grade lower, provided that player's age falls within the requested division.

**ARTICLE VI: PLAYING RULES**

**SECTION 1: RULEBOOKS**

The playing rules, the Official Rulebooks, as issued by the Archdiocesan CYC, are based on those published by:

Soccer	United States Soccer Federation
Basketball	National Federation Official Basketball
Baseball	National Baseball Congress of America
Softball	Amateur Softball Association of America
Volleyball	United States Volleyball Association

*except* as modified by the North County CYC Athletic Association, in supplemental rules published prior to the start of each sport season. (See rule XII for additional information.)

**SECTION 2: SEVERE WEATHER ALERT**

In the event of severe weather, or a warning (siren), the official in charge of any game in progress, shall *immediately stop* said game at the completion of the play in progress. Play shall be resumed from the point of suspension, providing the game has a bearing on the final league standings. A restart of the contest shall be in accordance with the playing rules for that sport.

**ARTICLE VII: PROTESTS**

**SECTION 1: HOW AND WHEN**

All playing rule protests must be made in writing and filed with the Chairperson, and must be accompanied with a protest fee of \$25.00 by check from the athletic association (*NO PERSONAL CHECKS*). Only managers and representatives (coach) designated prior to the game can make an official protest. This protest must be approved by the Parish Representative or his/her alternate. The manager/coach protesting an infraction of the playing rules must make an announcement to the appointed official as follows:

- Baseball ..... Before the next pitch or play. (See rulebook for exact details.)
- Softball ..... Before the next pitch, legal or illegal. (See rulebook for exact details.)
- Volleyball ... At the time of the infraction, before play is resumed.
- Basketball ... At the first stoppage of play after the infraction.
- Soccer ..... At the first opportunity when play has stopped.

In all sports, a brief description of the point of protest must be noted on the scorecard at the time of the alleged infraction. Failure of the official to notify the opposing manager does not negate a protest. This does not include eligibility (see *Section 3*). If the protest is overruled, the parish athletic association forfeits the protest fee. If the protest is upheld, the protest fee shall be returned to the Parish Athletic Association. A protest concerning an interpretation of a rule, governing fact of play, must be filed or postmarked not later than *72 hours* following the game, (excluding Saturdays, Sundays, and Holidays) with the District Chairperson or Vice-Chairperson in his/her absence.

**SECTION 2: DECISION**

On point-of-fact, with play going on, the decision of the official shall be final. On questions of interpretation of a rule, a protest may be announced, and noted on the scorecard, but the official's decision *MUST* be accepted while the game is in progress.

**SECTION 3: ELIGIBILITY**

A team may protest the eligibility of a player(s) on an opposing team by filing a protest letter directly with the Chairperson/Vice-Chairperson not later than *the ninth (9th) day* following the alleged violation or mailing a protest letter which must be postmarked not later than *the ninth (9) day* following the alleged violation, or within *72 hours* if

the game is the last one scheduled for the alleged violating team. Should an ineligible/illegal player be identified through the actions of the Chairperson or Vice-Chairperson, he/she will immediately notify the alleged offending team's Parish Representative. Failure to resolve the reason for the alleged violation will result in the forfeiture of any subsequent game(s) in which the said player(s) participate, as well as the forfeiture of prior game(s) played, which may include the offending team's entire sport schedule, pending the judgment of a District Hearing Board. The offender(s) will still be subject to *Rule F*, or sent to a hearing board.

**SECTION 4:    *PROTEST HEARINGS***

- A. The burden of proof is on the protesting team.
- B. All teams affected by the protest shall be given the opportunity to be present at the meeting.
- C. Official(s) shall be present if the Hearing Board Chairperson deems it necessary.
- D. Notice of the ruling shall be given to all teams in the affected league. No games will be forfeited unless a team legally protests and proves the ineligibility of a player, not to include the Vice-Chairperson's actions in reviewing the scorecards.
- E. PENALTY: Games/matches covered in a 30 day period prior to the date of protest or date of District involvement in which ineligible players are used may be awarded to the opponent or opponents of the team violating eligibility rules. The date of the District involvement should be filed in writing with the District Chairperson or Sport Chairperson. Managers and players of the offending teams will be reprimanded and/or suspended as the Hearing Board deems necessary.

**SECTION 5:    *ALL APPEALS***

An appeal fee of \$35.00, a check from the athletic association, must accompany any appeal of a Hearing Board decision.

- A. Appeals must be made in writing by the Parish Representative to the District Chairperson. The appeal will be heard by the Executive Board. Appeals must be postmarked or filed with the District Chairperson/Vice-Chairperson by the *sixth (6) day* after the date of the Hearing Board.
- B. A second and final appeal of \$50.00 may be made to the Archdiocesan CYC Executive Athletic Committee, by the *sixth (6) day* after the date of the District appeal hearing.
- C. All appeals must be based on the same infraction or rule violation(s) as stated in the original protest.
- D. Any appeal fee tendered will be returned if said appeal is upheld.

**SECTION 6:    *INFORMAL COMPLAINT***

Executive Board members have the right to monitor, act on and if need be ENFORCE eligibility without a *FORMAL PROTEST* being lodged by a team in that league, as specified in *Section 3* of this Article. This may be accomplished by a verbal complaint if presented at an Executive Board Meeting or a written letter to the Chairperson/Vice-Chairperson, he/she will immediately notify the alleged offending team's Parish Representative. Failure to resolve the reason for the alleged violation will result in the forfeiture of any subsequent game(s) in which said player(s) participate.

**ARTICLE VIII:    *PROVISO***

These By-Laws and Rules should remain consistent with the Archdiocesan Constitution and By-Laws, however the North County District may, for a peculiar circumstance within district play, waive same to keep within the spirit of this constitution.

**ARTICLE IX: CHANGES**

**SECTION 1: CONSTITUTION**

Any Article in this Constitution may be amended or repealed by a two-thirds (2/3) favorable vote of the Executive Board, presented at two (2) consecutive meetings where a quorum is present. This Constitution will be updated each year following the annual Archdiocesan Constitution Meeting.

**SECTION 2: BY-LAWS**

Any By-Law may be added, repealed or amended by a majority vote of the Executive Board presented at two (2) consecutive meetings when a quorum is present.

**SECTION 3: NORTH COUNTY RULES & PROCEDURES**

A Rule or Procedure may be added, repealed or amended by a majority vote of the Executive Board at any meeting when a quorum is present.

# BY LAWS

## RULE 1: MEETINGS

### SECTION 1: HEARING BOARD

- A. Established by *Article IV, Section 8* of the Constitution to hear ejections and protests.
- B. A protest will first be reviewed by the Chairperson, Vice-Chairperson and Sport chairperson to determine if the protest was filed in accordance with *Article VII, Section 1* of the Constitution. They will then contact the Official-in-Chief to determine that the protest is on a rule infraction and not on a judgment call.

If the facts of the rule(s), the game situation, and the game official's/manager's reports are such that the results of a protest are obvious, the Executive Officers, to include the Official-in-Chief, may rule accordingly, negating the need for a hearing board. Said decision may be appealed to a hearing board by the offended party.

- C. The board will convene and function in accordance with the following guidelines.

#### **1. HEARING BOARD GUIDELINES**

- A. The Hearing Board Chairperson will be the District Vice-Chairperson.

- B. Membership

Each active athletic association in the District will be allowed one (1) member who is allowed to vote. The Parish Representative from each athletic association has the responsibility to attend. In his/her place, another active member of their parish may attend. **ONLY** with prior written permission given by the Hearing Board Chairperson may observers be present.

- C. Non-voting Members

The Official-in-Chief (or a designated alternate) should be in attendance upon the request of the Chairperson.

**NOTE:** The OIC may participate with the approval of the Chairperson.

- D. Meeting

The time and location shall be determined by the Chairperson. A quorum of *four (4)* is required. **NOTE:** A Hearing Board **MUST** be called within *ten (10) days* after the ejection/incident, or the receipt of a valid protest. Members will be given at least *forty-eight (48) hours* notice.

- E. Order of Business

#### Chairperson:

Reads the manager's letter of protest.

#### Chairperson:

Reads the official's report. Alleged offender(s) in ejection and misconduct hearings have the right to be present when the official(s) report(s) is(are) read.

#### Officials:

Official(s), if requested, shall appear individually. Members may ask questions, when recognized by the Chairperson, pertaining strictly to the ejection/misconduct report/protest.

#### Chairperson:

Has full control of the discussion by setting a time limit on each case or on the discussion by each member.

He/she shall also solicit participation from all members.

Offender:

Offender(s) shall appear individually. Members may ask questions, pertaining strictly to the ejection/misconduct report/protest.

Chairperson:

Shall control and solicit discussion as noted above.

F. Motions

1. Ejection/misconduct: any member may place or second motions
2. Protests: any member, with the exception of the protesting and opposing parishes, may place or second motions.

Chairperson:

Votes only to break a tie. NOTE: Voting options are: YES, NO, ABSTAIN.

**2. PENALTY GUIDELINES**

A. Ejection/Misconduct Reports

1. All ejections will first be reviewed by the Chairperson, Vice-Chairperson, Incoming Vice-Chairperson and the Sport Chairperson to determine if the offense is minor or serious. If it is a minor offense, it will be handled under *Special Rule F*.
2. All serious offenses *MUST* go before a hearing board and will result in a penalty greater than a *two (2) game suspension/one (1) year probation if* the offender is deemed guilty of the stated offense(s). The following offenses are considered to be most serious in nature:
  - a. Fighting (with blows) or wrestling.
  - b. Obscene language or gesture toward a participant/official.
  - c. Throwing equipment or an object toward a participant, official or spectator.
  - d. Person on probation.
  - e. Situations considered detrimental to the CYC program.

3. Second Offenders

Individuals who are on probation/suspension shall automatically be called before a hearing board and shall normally receive a stronger punishment than a first offender. This will be at the discretion of the hearing board.

4. Any penalty/penalties shall be carried over to the next sport in which they participate. This shall include officiating for any sport.

**3. APPEALS**

An appeal of a hearing board decision will be heard by at least a three member panel made up of past chairmen. Appeals must present new evidence or they will not be accepted by the District Chairperson. New evidence is not required for an appeal of a decision on a playing rule protest.

- A. An appeal of a hearing board decision must be submitted with the offended athletic association's approval and be accompanied by an athletic association check in the amount of \$35.00.

- B. A second and final appeal may be made to the Archdiocesan CYC Executive Sports Committee and be accompanied by an athletic association check in the amount of \$50.00.

#### **4. REPORTS**

- A. The District Secretary shall be responsible for generation of the hearing board minutes for distribution at the next Executive Board meeting.
- B. The District Vice-Chairperson shall be responsible for recording all *Rule F* decisions for distribution at the next Executive Board meeting. This may be a separate handout or it may be incorporated as part of the Executive Board Minutes.

### **RULE II: REGISTRATION OF PLAYERS, COACHES AND MANAGERS**

#### **SECTION 1:**

The North County CYC Athletic Association may provide for, but is not limited to, the following sports: Baseball, Basketball, Fast Pitch Softball, Slow Pitch Softball, Soccer, Indoor Soccer, Volleyball, Track & Field and Golf.

#### **SECTION 2: TEAM ENTRY FORM**

To enter a team in this Athletic Association, each Team Entry Form, supplied by the District, must be filled out completely, containing the following information:

- A. Name of the Athletic Association
- B. The name, address and telephone number of the manager
- C. The name of last year's manager
- D. The division in which the team will participate
- E. League record from previous year
- F. Team ranking within its own parish, in each division
- G. Request for special consideration, concerning playing days/times
- H. Request for placement within a division, A1, A2, B1, B2, etc.
- I. Identification of the number of first/second year players on the team and their playing capabilities
- J. Identify Team as *Open* or *Closed*. Should the parish fail to do so, the District shall declare the team to be *Open*.
- K. Have signature of Sport Coordinator or Parish Representative

#### **SECTION 3: PARISH ACTIVITY LIST**

These activities must be parish-wide, a religious event or an academic school function. The District Scheduling Committee will schedule around these events when submitted.

We will **ATTEMPT** to schedule around Girl/Boy scout events if they are listed. We **WILL NOT RESCHEDULE** around Girl/Boy Scout Functions if they are not listed. An exception will be any Archdiocesan Directive. One copy should be submitted with the Team Entry Forms, but not later than the Screening Meeting for each sport.

Below are examples of events that should be included on the Parish Activity List.

P.S.R.                                      Speech Meets                      Talent Shows

First Communion	Graduation	D.A.R.E. Graduation
Field Trips	Plays	Confirmation
Retreats	Camps	Missions
Track Meets	School Concerts	“Outings”
Father/Daughter Dance	Spelling Bee	Rehearsals
Math Bee	Geography Bee	Parish Socials
Mother/Daughter Dance	Dinners	Auctions
May Crowning	Fundraisers	High School Open House
High School Testing	Picnic	Festival
“Lock In”	Carnival	

**SECTION 4: ROSTERS**

A. All players’ names (the complete first name, *NO* nickname, and then the last name), addresses, zip codes, their Parish of Registration, Parish of Residence, the day (M-Monday, T-Tuesday, W-Wednesday, Th-Thursday, F-Friday) that they attend PSR, if applicable, the school that they attend, the grade that they are currently in and the School District in which they reside, shall be entered on the roster form accordingly. If a player is being released from another parish, the Type of Release (P – Parish, H – Handicap, OP – Open Parish), the name of the Releasing Parish shall be entered thereon. If the player is an *OPEN* player, enter an *O* in the *O* field. If the player is Closed, leave this field blank. Florissant resident card information is not required for volleyball and basketball.

Enter the manager’s/coaches’ names, addresses, zip codes, phone numbers, Archdiocesan coach’s number (for the manager/head coach) and Florissant Resident Card Numbers/Indicators, if applicable, in the appropriate spaces. Two contacts, *i.e.*, alternate contact person, team parent are mandatory.

NOTES:

1. Player’s names must be entered on the roster in alphabetic order by the *STREET ADDRESS* at which they reside.
2. For all fields that require a parish/school name or the school district, the corresponding abbreviation as identified in the District’s *Directions for Completing the Team Roster Form* shall be used. If you have a school that is not identified in this directive, contact one of the executive officers for appropriate guidance.
3. An original and six (6) copies of the roster must be submitted *NO LATER* than the *turn-in date designated by the Chairperson* prior to the start of each sport season.
4. *NO* player shall be allowed to participate in a game/match unless his/her name appears on the official roster or supplemental roster with the official North County CYC Seal affixed.
5. The roster/supplements *MUST* be present for *ALL* games/matches. The manager has until the end of the game/match to produce said document(s). Failure to do so will result in a forfeiture of that game/match.

Roster Distribution:

Original	Vice-Chairperson
	Copy Stamped with Official NC CYC Seal and given to the team manager at the Sport Kick-Off Meeting.
Copy	Archdiocesan CYC Office
Copy	District League Coordinator
Copy	Special Advisor
Copy	Chairperson
Copy	Sport Chairperson

B. Junior and Juvenile teams must have *one (1)* adult (21 or older) on the roster (manager, coach). The roster must reflect an "A" at the end of the "Name" column to indicate that the participant is an adult.

*Three (3)* copies of each release must be submitted with the roster, but no later than the date determined/announced by the Chairperson. *One (1)* copy of the release will be provided to the releasing athletic association, *one (1)* copy for the receiving athletic association and *one (1)* copy for the Vice-Chairperson.

**SECTION 5: SIZE OF ROSTER**

All divisions have unlimited roster size for players and may have more than two (2) coaches per team.

**SECTION 6: ROSTER AND RELEASE REVIEW**

A committee chaired by the Vice-Chairperson, to include members of the Executive Board, will review the team rosters and player releases for discrepancies. Any player that is found lacking the proper information per *Section 3A* during this review will be scratched from the roster. A player may be re-instated, via a *Supplemental Roster Form*, after the proper information has been validated by the Chairperson or Vice-Chairperson. Any discrepancies found will be identified to the appropriate Parish Representative and clarified/corrected prior to the Sport Kick-off Meeting.

**SECTION 7: CHANGES**

A. Modifications to the official roster will be accomplished by submitting *one (1)* original and *six (6)* copies of the *Supplemental Roster Form* to the Chairperson or Vice-Chairperson and returned to the manager *BEFORE* the player is considered eligible. The Vice-Chairperson, in his/her absence, his/her chosen alternate or the Chairperson, shall record the date and time of receipt. If the form is mailed, the postmark is considered the filed date and must be *forty eight (48) hours* earlier than the date of the game in which the new player(s) participate(s). Additions must be postmarked or in the hands of the NC CYC, *forty-eight (48) hours* before the game is played.

Distribution of Supplemental Rosters:

Original	Vice-Chairperson
	Copy Stamped with Official NC CYC Seal and given to the manager/coach
Copy	Archdiocesan CYC Office
Copy	District League Coordinator
Copy	Special Advisor
Copy	Chairperson
Copy	Sport Chairperson

B. The cut-off date for submitting *Supplemental Roster Forms* is as follows:

- |                      |                       |            |
|----------------------|-----------------------|------------|
| 1. Soccer/Volleyball | All Divisions         | October 1  |
| 2. Basketball        | All Divisions         | February 1 |
| 3. Baseball/Softball | Intermediate and down | June 1     |
|                      | Juvenile and up       | July 1     |

These dates will be published in the Manager Information Sheets for each sport season. Players who are not active team members should be deleted. Deletions, via the *Supplemental Roster Form*, will be accepted at anytime.

Players may be added to a team after the designated cut-off date only if there is sufficient reason to justify such action, *i.e.*, loss of players due to injury, players moved out of the parish, etc. New residents may be added at any time. The acceptability of such additions will be determined by the District Chairperson.

Failure to submit corrected/missing information, including the *Parish Move Form* within *10 days* after notification, will result in forfeiture of the games played until the information is received.

C. *Supplemental Roster Forms* shall be signed by the Parish Representative or designee.

D. Players may not be released *after* the Sport Kickoff Meeting without the Chairperson's approval.

E. Florissant Resident Card Numbers

Based upon the new Florissant Parks and Recreation policy, the Resident Card Number need not be shown on the rosters. However, there must be an indication that the player is/is not a Florissant resident. To fulfill this requirement, the roster must reflect the Resident Card Number or either a *R* to indicate *Resident*, or a *NR* to

indicate a *Non-Resident*. A blank will be considered an error. This information must be correct/complete when submitted on the *Rosters*. Failure to add/correct erroneous information will result in a \$5.00 fine for each omission/error. This does not apply to Basketball or Volleyball.

### **RULE III:     *ELIGIBILITY***

#### **SECTION 1:     *PLAYER***

##### **A.   ATOM, BANTAM, MIDGET, CRUSADER, CADET and INTERMEDIATE DIVISIONS**

A player is eligible to participate in the North County CYC District Program in the above divisions in the following manner and order:

1.   The *Parish of Registration* or the *Parish School* that the player attends. The choice is entirely up to the player.
2.   *Parish of Residence* - The *Parish of Residence* will apply if *Parish of Registration/School Attending* does not have a team in the player's division.

A player who changes residence will be eligible to play for his/her previous parish for one (1) year from the date of the move. A *Parish Move Form* must be filed with the District Chairperson. (Submit with the *Team Roster/Supplement Form*.)

3.   Notification of a change in *Parish of Registration* must be provided prior to the start of the sport season. Recognition of the player's change of registration, but NOT residence, during the sport season will be at the discretion of the District Chairperson.

##### **B.   INTERMEDIATE DIVISION and DOWN**

If there is no program in the player's athletic association, the player may apply to the District Chairperson for assignment to another athletic association. The official District *Release Form* must be completed and submitted with the team *Roster/Supplemental Roster Form*. The player must be assigned to a team in his/her division, based on the needs of the athletic association team and not on geographic or other considerations. Assignment of these players is based upon the approval of the accepting athletic association. The player(s) is/are subject to the rules of that athletic association. The purpose of this is to aid athletic associations that have a problem getting enough players and also to provide a place for players who wish to participate.

**C.   SENIOR, JUNIOR, JUVENILE DIVISIONS:   *OPEN PLAY ONLY TEAMS* are allowed to carry players on their rosters regardless of their participation in other programs with the exception of the Missouri State High School Activities Association (MSHSAA). Players participating on their high school team are *ineligible* to play the same CYC sport at the same time. This includes the Freshman, Junior Varsity and Varsity teams. This covers Boy's Soccer/Basketball and Girl's Volleyball/Basketball, since only these sports run concurrently with the CYC sports.**

##### **D.   EXCESS PLAYERS**

If a parish has an excess of players, too many for one (1) team, not enough for two (2), the subject athletic association may request that the District Chairperson place the excess player(s) on another team. Player assignment will be in accordance with (B) above.

For **"A" Teams**: In accordance with the Archdiocesan Constitution and By-Laws, an excess of players shall be considered to be over:   (See "A" Teams below.)

For **"B" Teams**: The minimum number shall be at the option of the releasing athletic association. Under no circumstances will the athletic association be allowed to release a player(s) if it brings the team below the maximum allowed to start the game/match.

<b><u>“A” Teams:</u></b>	Soccer	14
	Volleyball	9
	Basketball	8
	Baseball	12
	Softball	13

<b><u>“B” Teams:</u></b>	Soccer	11
	Volleyball	6
	Basketball	5
	Baseball	9
	Softball	10

The released player(s) must follow the prescribed requirements for obtaining a release.

### C. PLAYER RELEASES

A player may play for another athletic association even though their own athletic association has a team in that division.

1. Releases are required for all out-of-district players, Intermediate and down.
2. Inter-district releases are allowed with the permission of the Chairman from the releasing District.
3. In the Juvenile and Junior Divisions, releases are not required for players participating in district games. However, in order for any of these players to participate in the Archdiocesan Championship Playoffs, releases must be presented to the District Chairperson (Required releases should be turned in with rosters.)
4. Senior Division - Releases are not required.
5. Releases must be approved/signed by the Parish Sport Coordinator, Parish Representative and by the Manager(s) of any/all teams the releasing athletic association has in that division. (Junior and down).

6. A team that has released players to another athletic association may not accept players released by another athletic association, and vice versa, (Intermediate and below) unless there are extenuating circumstances in the athletic association. This will be reviewed by the District Chairperson.

If a player has been previously, *legally* released by his/her athletic association for *a given sport*, he/she will be considered eligible for release, in the *subsequent sport year(s)*, to the team to which he/she was *originally released*. This is effective for Atom and up for baseball, softball and soccer, and Midget and up for basketball and volleyball. This takes precedence over any other requirement in this Constitution and By-Laws.

7. A *Closed* player can be reassigned to a *Closed* or an *Open* team, regardless of the *Releasing team's* classification.

An *Open* player can *only* be reassigned to an *Open* team, regardless of what the *Releasing team's* classification is. Their assignment can only be to a team within their district, unless there is no *Open* team in that district. If there is no *Open* team on which the player can participate, then the *Open* player may cross district lines with the written consent of both District Chairpersons.

- F. For all divisions a player may participate, simultaneously, with one CYC team (Exception: Parochial division) and one or more non-CYC teams, in the same sport, provided their North County CYC team has been declared an *Open Team* and is approved by their Parish Athletic Association at the Sport Screening Meeting. All other

teams will be considered *Closed* and any player found to be participating simultaneously with a team in the North County CYC Athletic Association and any other team in the same sport will be subject to disciplinary action by a hearing board. (*EXCEPTION* - Senior, Junior, Juvenile, Bantam, and Atom are considered *Open*.)

- G. No player shall receive any monetary compensation for his/her services rendered to a team of this athletic association. This rule shall not prevent suitable prizes from being given to players.

- H. In the absence of the official manager/coaches, a substitute manager/coach, with or without a CYC ID Card, *NOT* shown on the roster, may participate in said game/matches as an emergency coach.

- I. The North County CYC recognizes that some children may not be capable of playing sports with children their

own age. When an athletic association can document that a handicap exists, a child may be granted permission, *on a case by case basis*, to play with an age group *one (1)* year younger. A form must be completed by the parents and the Parish Athletic Association Chairperson and submitted to the Executive Board for approval before the child may be entered onto the roster. The player shall be placed on a *B-team*, if available.

## **SECTION 2: IDENTIFICATION CARDS**

- A. All managers, coaches and players must have an *Official CYC Identification Card* to be eligible to participate in any contest. Non-playing manager's/coach's ID Cards do not expire. Managers must have a coaches ID number as provided by Archdiocesan office. All managers, coaches must have completed *The Protecting God's Children* program, police background check, read *The Code of Ethical Conduct* book, sign the commitment to *Ethical Conduct* page and return to the parish. Scorekeepers do require an ID Card if sitting on the bench. In the Senior Men's and Women's Divisions, any picture ID card with a date of birth, unexpired, may be used as a substitute for the Official CYC Identification Card.
- B. In special cases, the Parish Representative, or alternate, may request from the Chairperson, a temporary permit to allow the player, manager or coach to participate in a contest. This permit must be requested at least *two (2) days* prior to any scheduled/rescheduled contest. This permit will be good for *ten (10) days*, and no second permit will be issued to anyone, except under extenuating circumstances, at the discretion of the Chairperson. Temporary permits are *NOT valid* for the Archdiocesan Play-Offs.
- C. The game officials will check the ID Cards and the official roster for *each* team at *all* game. ID Cards may be checked against the player if requested by either manager.
- D. If one (1) or more (to include the entire team) participants do not have their ID Card(s) at the start of the contest, they have until the end of the contest to produce them to the official. (The game shall be played.) Failure to produce the card(s) within the prescribed time may cause the game to be forfeited. It is the responsibility of the manager, *not the official*, to make sure that the cards are checked once they arrive after the game has started.
- E. In the event of an ejection, per *Rule IV*, the game official shall obtain the ejected participant's ID Card and, as such, it becomes part of his/her report. It remains with the North County CYC Athletic Association until the suspension is resolved.

**NOTE** : Failure of the official to secure the ID Card does *not* void the ejection or automatic suspension. Alternate IDs (e.g., motor vehicle licenses) shall not be surrendered.

## **RULE IV: CONDUCT**

### **SECTION 1**

All that is dishonorable, unsportsmanlike and ungentlemanly is particularly and expressly condemned. The player, coach, manager, spectator or team found guilty of violating these principles shall be removed from the game at the discretion of the official and be put on report to the North County CYC. Additional discipline/penalties may be assessed via the Hearing Board Guidelines.

### **SECTION 2**

Any person directly or indirectly approaching a player of another team for the purpose of inducing him/her to leave that team shall be liable to punishment as deemed appropriate by the Executive Board.

### **SECTION 3**

Rules of conduct to be adhered to by participants in all CYC sports:

#### **A. PROFANITY**

Will not be tolerated either on or off the court, field or in the gymnasium while under the jurisdiction of the CYC.

B. UNSPORTSMANLIKE CONDUCT

Has no place in the field of sports, particularly by Catholic participants.

C. RESPECT FOR AUTHORITY

The officials are the representatives of the District, and as such, have the authority on the field, court or gymnasium until they leave. We must insist that respect be shown to proper authority as a part of essential training, in accordance with the purpose of the CYC.

D. PUNCTUALITY

Both by members of the teams and officials. All games should start on time, in order not to cause a delay in the start of the following game(s).

E. DANGEROUS PLAY

The idea or concept of any game is to play according to the rules and not to cause bodily harm. All players should be taught and disciplined to *play the ball* and not the opposing player.

F. SMOKING, INTOXICATING BEVERAGES, CONTROLLED SUBSTANCES, AND FIRE ARMS AS DEFINED BY MISSOURI LAW

Are prohibited on the bench, on the field, on the court or any playing surface.

G. Priests and other religious persons, managers, coaches, players and scorekeepers are the only persons permitted on the bench.

**SECTION 4**

The manager is responsible for his/her actions as well as those of his/her coaches, players and spectators. *IF YOU DO NOT MEET YOUR RESPONSIBILITIES AND DEGRADE THE CYC PROGRAM, YOU DO NOT BELONG IN THE PROGRAM.* If you have constructive criticism regarding officials, contact your Parish Representative, League Coordinator, Official-in-Chief, Sport Chairperson, or if you feel that the situation warrants it, mail your comments to the District Chairperson.

**RULE V: SUSPENSIONS**

**SECTION 1**

Any player, coach or manager is *SUSPENDED INDEFINITELY* from ALL ACTIVITIES under the jurisdiction of the North County CYC Athletic Association, until he/she appears before a hearing board, if he/she is:

- A. Ejected from a game (*EVEN IF NOT* put on report by the game/match official).
- B. Put on misconduct report by a game/match official before, during or after a game.

**SECTION 2**

Any player, coach or manager who, for whatever reason, fails to appear before a hearing board held to review his/her case is *SUSPENDED INDEFINITELY*. It becomes his/her sole responsibility to arrange for a meeting of a hearing board through the Chairperson of the Hearing Board.

**SECTION 3**

- A. Suspensions are issued in terms of games or a period of time, and may overlap into succeeding sport seasons.
- B. Suspensions will cover North County CYC League, Division Playoff and Archdiocesan Playoff games.
- C. All tournaments hosted by athletic associations within the North County District must honor our suspensions.

**SECTION 4**

If any player, coach or manager participates in a game while under suspension, the team will suffer a forfeit and the offender will be called before a hearing board.

## **SECTION 5**

This Association recognizes the suspensions of other organizations.

### **RULE VI: VERIFICATION OF AGES**

## **SECTION 1**

The athletic association shall be responsible for the accuracy of information for all participants on the team roster.

### **RULE VII: ELIMINATION CONTESTS**

## **SECTION 1**

At the end of each sport season, there will be a playoff game involving the winner of the "A" Leagues, if there was more than one "A" League. The home team will be determined by the flip of a coin, presided over by the game official(s). Once a team is determined as home team, it will continue to be the home team should the game be suspended or replayed. Overtime/extra innings are authorized.

## **SECTION 2**

The Division Champion shall be the winner of the "A" League Playoff. The first place winner of each "A" League of each division will have an opportunity to represent the District in the Archdiocesan CYC Playoffs. "B" teams are not eligible for playoffs.

## **SECTION 3**

The following procedure will be used to send two (2) teams, within the same division, to the Archdiocesan Playoffs when a *request* is received from the Archdiocesan office.

- A. If there is only one (1) "A" League within the division, the league winner and the second place team will have an opportunity to represent the District.
- B. If there are two (2) "A" Leagues within the division:
  1. The "A1" league winner will be given the opportunity to represent the District and,
  2. The winner of a contest between the "A2" league winner and the "A1" *second place team* will be given the opportunity to represent the District.
- C. If any of the above teams is unable to represent the District in the Archdiocesan Playoffs, the District Chairperson shall select a team to take their place.

## **SECTION 4: TROPHIES**

The players on all league winners will receive individual trophies. A minimum of *three (3)* teams of the same classification is required to be eligible for trophies.

### **RULE VIII: WAGERING**

NO wagering of any sort will be tolerated. Based upon a decision by the Executive Board, the violator may be expelled from the Program.

**RULE IX: OFFICIALS (REFEREES/UMPIRES)**

**SECTION 1**

The Official-in-Chief shall be nominated by an Athletic Association and must be approved by the District Chairperson. His/her duties and term of office are covered in *Special Rule "H"*.

The Official-in-Chief may serve indefinite terms at the discernment of the Chairperson. When a vacancy occurs, it shall be filled by a representative of the athletic association next in line, following the rotation identified below.

- |                                |  |
|--------------------------------|--|
| 1. St. Sabina                  | 7. Our Lady Guadalupe                  |
| 2. St. Rose                    | 8. St. Martin de Porres                |
| 3. Blessed Theresa of Calcutta | 9. St. Ann                             |
| 4. St. Norbert                 | 10. Angela Mercì                       |
| 5. Christ Light of Nations     | 11. Ascension (Participating Member)   |
| 6. St. Ferdinand               | 12. Sacred Heart                       |
|                                | 13. St. Vincent (Participating Member) |

The Sport Chairperson shall be nominated by an Athletic Association and must be approved by the District Chairperson. His/her duties and term of office are covered in *Special Rule "H"*.

The Sports Chairperson may serve indefinite terms at the discernment of the Chairperson. When a vacancy occurs, it shall be filled by a representative of the athletic association next in line, following the rotation identified below.

- |                                     |  |
|-------------------------------------|--|
| 1. Sacred Heart                     | 7. St. Ferdinand                       |
| 2. Ascension (Participating Member) | 8. Christ the Light of Nations         |
| 3. St. Angela Mercì                 | 9. St. Norbert                         |
| 4. St. Ann                          | 10. Blessed Theresa of Calcutta        |
| 5. St. Martin de Porres             | 11. St. Rose                           |
| 6. Or Lady of Guadalupe             | 12. St. Sabina                         |
|                                     | 13. St. Vincent (Participating Member) |

- A. If an athletic association cannot provide a volunteer from within its own organization, it may recruit a volunteer from another athletic association. That volunteer will fill the position on the behalf of the former athletic association, not the athletic association in which he/she normally participates.
- B. The specified athletic association has sixty (60) days after receipt of written notification from the Chairperson to fill the position.
- C. If the specified athletic association fails to fill the position, the athletic association, next in the rotation, will have sixty (60) after receipt of written notification from the Chairperson to fill the position. This cycle will continue until the position is filled. Until the position is filled, members of the Executive Board will perform the necessary duties.
- D. The penalty for non-compliance shall be as follows: The offending athletic association will not participate in any Archdiocesan Playoffs until the position is filled.
- E. The Executive Board may vote to give a *waiver* or *pass over* an athletic association that cannot fill a position.
- F. An athletic association may not hold more than two (2) positions at the same time. If such a situation arises, that athletic association shall be passed over to the next athletic association specified in the rotation.

**SECTION 2**

The game officials are obligated to file a written report, *within forty-eight (48) hours* with the Chairperson/Vice-Chairperson for all ejections, misconduct and protests. It is the game official's responsibility to make sure that both managers know that a game is *being played under protest*. However, failure to notify the other manager shall not

void such protest.

### **SECTION 3**

The Executive Board may remove any game official for just cause.

### **SECTION 4**

The following instructions are provided for game officials:

- A. Excessive, unnecessary roughness should result in ejection from the game.
- B. Depending on the circumstances, the official does *NOT* have to give a warning before ejecting a participant. The warning has been issued at the sport kickoff meeting.
- C. If, after a warning, team conduct is not satisfactory after continuing, or attempting to continue the game, the official may suspend play. Final determination of the game will be decided by the Chairperson following the guidelines covered in the By-Laws under *Rule I, Section 1*, and under *Special Rule "F"*.

## **RULE X: FORFEITURE**

### **SECTION 1**

Any team that forfeits *three (3) consecutive* games or a *total of four (4)* league games in a season, will be dropped from the league. All games that have been recorded will stand and all remaining games will be recorded as forfeits. For the purpose of this rule, a forfeit is defined as *any game that is not started*.

### **SECTION 2**

In the event both teams fail to appear for a game with a sufficient number of players, both teams will be charged with a forfeit and under no circumstances will the game be rescheduled.

**NOTE:** Does not apply if the game is officially postponed for some other reason.

### **SECTION 3**

An assessment of \$25.00 per forfeit shall be billed to the athletic association at the end of the sport season. All forfeit money will go to the John LePage Scholarship Fund. If a team notifies the League Coordinator at least seven (7) days before a game is to be forfeited, their Athletic Association will not be billed the \$25.00 forfeit fee.

### **SECTION 4**

The forfeit fee does not apply to the Co-Ed Volleyball, Senior Softball or Out-of-District teams.

## **RULE XI: LOCAL GOVERNMENT**

Any Athletic Association may draw up a constitution and by-laws for the management of that respective parish, not at variance with this Constitution and By-Laws or the spirit thereof, as interpreted by the Executive Board. This constitution and by-laws must be on file with the District Chairperson.

## **RULE XII: SUPPLEMENTAL PLAYING RULES AND PROCEDURES**

### **SECTION 1**

The North County CYC Supplemental Rules and an Archdiocesan Rulebook will be issued to each team manager at the Sport Kickoff Meeting.

## **SECTION 2**

At the pleasure of the Sport Chairperson, an “Ad-Hoc” committee may be formed to review the supplemental rules and present changes to the Executive Board for approval (at least 90 days prior to the start of the season).

## **SECTION 3**

Any individual may present a proposed supplemental rule directly to the Executive Board for approval (at least 90 days prior to the start of the season).

### **RULE XIII: KNOWLEDGE OF CONSTITUTION AND BY-LAWS**

Each manager/coach shall be supplied with a copy of this Constitution, By-Laws and Rules. He/she shall acquaint his/her coaches, players/parents and spectators with the contents. *Ignorance shall not be accepted* as an excuse for violation of this Constitution, By-Laws and Rules.

### **RULE XIV: RESCHEDULING**

A. Games can be rescheduled through the appropriate League Coordinator/Parish Representative, **ONLY** with the approval of the Vice-Chairperson, after the requesting team fulfills the following requirements:

1. The request, resulting from a previously approved activity, **MUST** be made at least five (5) days or more prior to the scheduled game, and if approved, notification must be given to the District Rescheduler no less than four (4) days prior to the scheduled game. If this timeframe is not met, the game will not be rescheduled unless it has a bearing upon a first place standing.

B. Any event not listed on the Athletic Association Activity List must be approved by the District Chairperson.

1. The request must be made at least five (5) or more days prior to the scheduled game, and if approved, notification must be given to the District Rescheduler no less than four (4) days prior to the rescheduled game. If this timeframe is not followed, the game will not be rescheduled unless it has a bearing upon a first place standing.

2. It **MUST** be a *RELIGIOUS EVENT* or *ACADEMIC SCHOOL FUNCTION*, affecting a *majority* of the team’s players. NOTE: Not to include any Scouting functions or activities **NOT** shown on the Athletic Association’s Activity List.

3. **NO** activity will be considered if an official *Athletic Association Activity List* was **NOT** submitted by the requesting Athletic Association prior to *the last day to add/drop a team* as designated by the District Chairperson.

C. Parish Representatives and managers should be alert for rescheduled and/or unlisted activities and report them as soon as possible to aid in rescheduling.

D. A rescheduled game will be subject to the same forfeiture rules as any regularly scheduled game.

E. A special event, i.e., Hazelwood School District Day at Six Flags, must be approved by the District Chairperson.

F. The League Coordinator must give the manager or acting manager a minimum of *forty-eight (48) hours* notice to play a rescheduled game.

1. Rescheduled games are planned far enough in advance to give managers the opportunity to take advantage of the seven (7) and five (5) day rules. (This may not be possible during the last two (2) weeks of any sport season.)

2. Managers shall acknowledge notification to their League Coordinator (Chairperson or Vice-Chairperson if the League Coordinator is not available). Failure to comply shall not be an acceptable reason for additional rescheduling.

G. If a manager notifies the North County CYC of a forfeiture in accordance with A.1 or B.1, and on the day of the rescheduled game, the game is cancelled, the team will receive the game back.

- H. Any rescheduled baseball, softball, volleyball or soccer game that is in conflict with a scheduled golf match shall be reviewed by the Golf League Coordinator. The golf match shall be rescheduled to avoid the conflict.

**RULE XV: ATHLETIC ASSOCIATION MERGERS**

**SECTION 1**

All mergers must be approved by the Executive Board. The Executive Board shall not consider any merger unless approved by the Board of Control. The following requirements must be met before the Executive Board considers said merger:

- A. Both pastors must agree.
- B. The affected athletic associations must agree and show that both parties will participate in the governing of the program.
- C. A *genuine need* must be shown. An athletic association that does not have enough players to enter teams in the District program will be deemed to have a *genuine need*. However, it must be shown that a concerted effort was made to establish a program within that athletic association.
- D. The entire athletic program must be merged, and players from each athletic association must be integrated on all teams.
- E. Responsibility for payment of all CYC fees must be determined.
- F. Merger applications, in writing, must be received by the Executive Board 90 days prior to the proposed date of the merger.
- G. A merger may be rescinded upon written request by the pastor of either participating athletic association prior to the next sport season.
- H. All of the eligibility rules apply to the merged athletic associations.
- I. District approval and Archdiocesan approval must be obtained for a merger to be valid.

**RULE XVI: SEASONAL SPORTS MERGER**

**SECTION 1**

Two (2) athletic associations from the North County District may merge for a specific sport season in a given division. The players of the merging athletic associations are to be considered a part of a single athletic association and the release provisions of this Constitution, By-Laws and Rules do *NOT* apply. The team will wear the colors of the athletic association that has the most players on each team, on a team by team basis. All teams in the affected division of both athletic associations must merge.

**SECTION 2**

To effect a seasonal sport merger, a written agreement must be submitted and signed by the Chairpersons and the Parish Representatives of both athletic associations. The document shall be presented to the District Chairperson. The District Chairperson shall either approve or disapprove the merger.

**RULE XVII: PROVISIO**

Any matter *NOT* covered in this Constitution, By-Laws and Rules shall be brought to the North County CYC

Executive Board. (The District Chairperson may rule if the Executive Board cannot meet in a timely manner and an immediate ruling is required.)

# NORTH COUNTY CYC RULES AND PROCEDURES

## RULE "A": LEAGUE SCHEDULES

### SECTION 1

A. League winners are determined by the total number of *points* accrued. Points are determined as follows.

- 2 points for a win
- 1 point for a tie
- 0 points for a loss

B. "*A*" *League teams* that are tied at the end of the season must play a tie-breaking game. If more than two (2) teams are tied, there will be a single elimination playoff established by the Chairperson. Use of a coin toss or draw of lots will be used to determine the pairings.

*"B"* *League teams* that are tied at the end of the season will be *crowned Champions and share first place*. Each team will be given individual trophies, if applicable.

C. League schedules may be revised after the season has started with the provision that all games that have been played by the team being moved will *NOT* count in the standings. All games played in the new league will be recorded as *forfeits*.

D. Definitions

1. Division - A division is a grouping of players or teams by age and/or talent levels. Examples - Girls Midget A (GMA), Midget B1 (GMB1), Boys Intermediate Open (BIO), Boys Intermediate A (BIA), Boys Junior (BJR).
2. League - A league is any four teams assembled to play together on a schedule (page) for a sport season. A league must have at least four (4) teams and can have one (1) or more divisions.

### SECTION 2

No league will be larger than ten (10) teams. *Exception:* Juvenile, Junior, and Senior Divisions.

## RULE "B": ADULT PARTICIPATION REQUIREMENTS

### SECTION 1

A. For the purpose of this rule, an adult is considered to be a person who is at least 21 years of age.

B. Junior and Juvenile Division: *One (1) adult*, with an ID card, must be in attendance, on the bench and be responsible for the teams' actions during the entire game, or the game will be subject to forfeited. It is strongly recommended that a second adult, with or without an ID Card, be present on the bench or sideline. The game may be played if the proper number of adults are present and no I.D. cards are shown.

## RULE "C": TELEPHONE CALLS

The manager's line of communication to the North County CYC Athletic Association is through his/her Parish Representative or League Coordinator.

## RULE "D": PROGRAM IMPROVEMENT

Constructive criticism is an asset to any program, provided it is handled by the persons in charge and with an open mind. It is recommended that any constructive suggestions for improvement in our program be submitted to your Parish Representative, so that they may be presented at a regular Executive Board Meeting. An individual submitting such criticism should have a feel for the overall situation and recommend a solution to the problem.

### **RULE “E”: SCORECARDS**

#### **SECTION 1**

Those players not participating in the game must be so indicated on the scorecard. (Absent, Injured, Sick or Disciplined)

#### **SECTION 2**

After the game, the officials will present the scorecard to each manager for his/her signature and approval of the final score. The official score shall be as shown on the scorecard. All blanks shall be recorded as zero (0). Should an error be made and the Athletic Association desires a correction, the Parish Representative must submit an official *Score Card Correction Request* form to the Vice-Chairperson. The Vice-Chairperson will verify said information with both managers and the League Coordinator.

#### **SECTION 3**

Comments regarding game officials can and should be made in letter form, and presented to your Parish Representative, so that if a problem develops, it can be handled. We welcome *constructive* criticism of the officials. Comments entered on the scorecard are reviewed by the Official-in-Chief, Vice-Chairperson and Sport Chairperson.

### **RULE “F”: MISCONDUCT/EJECTIONS**

In an effort to expedite the handling of ejections and misconduct reports, the following method is to be used in conjunction with *Rule I, Section 1* (Hearing Board) and *Rule V* (Suspensions) of the By-Laws:

- A. Together, the Chairperson, Vice-Chairperson and Sport Chairperson shall determine whether or not the infraction of our rules requires a hearing board.
- B. The maximum penalty to be imposed by the chairman after review by the Chairperson/Vice-Chairperson and Sport Chairperson is a two (2) game suspension and a probation period of up to *one (1) year*.
- C. The following offenses are to be considered as minor, and may be handled by review by the Chairperson/Vice-Chairperson and Sport Chairperson:
  1. Pushing and shoving (no blows).
  2. Obscene language not directed toward a person.
- D. The Vice-Chairperson will ensure the return of a surrendered ID Card.
- E. All appeals of penalties imposed by the Chairperson will be heard by the Executive Board, with no appeal fee required. Such an appeal must be filed, with the approval of his/her Athletic Association, *within six (6) days* of the receipt of written notification of the penalty.

### **RULE “G”: UNIFORM COLORS**

The following list contains the uniform colors assigned to each parish in the North County CYC Athletic Association. If conflict in colors exists before or during games, the team in violation must correct the problem. For any variation in colors listed, permission must be received from the Executive Board. **NOTE:** If soccer or basketball teams with the same primary colors are playing each other, the home team is responsible for resolving the

conflict, i.e., supply pennies.

St. Ann	Navy/Gold
Sacred Heart	White/Red
St. Norbert	Columbia Blue/Navy Blue or white trim
Christ Light of Nations	Red/Blue
Blessed Teresa	Royal Blue/White
St. Sabina	Maroon/Gold
Ascension/St. Paul	TBD
St Angela Merici	Gold/Green
Our Lady of Guadalupe	Kelly Green / Gold
St. Martin de Porres	Gold/Black
St. Ferdinand	Royal Blue/Gold
St. Rose	Red/Black
St. Vincent	Purple/White

Teams playing out of color may be subject to forfeiture.

**RULE "H": GENERAL INFORMATION/DUTIES**

**SECTION 1: PARISH REPRESENTATIVE**

A. The Parish Representative has a delicate position to maintain:

1. Represent the desires of his/her athletic association and must vote in the manner prescribed by his/her athletic association.
2. Maintain strict enforcement of the Executive Board's policies.
3. Assume a share of the Executive Board's duties in each sport.
4. Inform their athletic association personnel of any new policy or policy change initiated by the Executive Board.
5. Review rosters submitted by his/her athletic association to assure accuracy of information, especially verifying *Parish of Registration* and the *indication of*.
6. Assure that rosters are completed and filed by the designated date with the District Chairperson.
7. Assure that *Team Entry Forms* properly reflect the information needed by the Screening Committee and are turned in when requested by the District Chairperson.
8. Instruct your athletic association on the correct procedure, whether it be rosters, roster changes, protests, request for scheduling, etc.
9. Provide the District Chairperson with a list of parish/athletic association activities prior to/at the *Screening Meeting* for each sport.
10. Keep a current list of athletic association personnel and provide the names and phone numbers of the Sport Coordinators. Coordinator information must be provided not later than:

February EBM	Baseball / Softball
June EBM	Soccer / Volleyball
September EBM	Basketball

B. The Parish Representative, in his/her absence, may designate an alternate to fulfill his/her duties, with all rights and privileges. Notification must be provided to the Chairperson/Vice-Chairperson.

**SECTION 2: LEAGUE COORDINATOR**

- A. Must maintain communications with managers of their assigned leagues with respect to scores and win/loss record and cancellations.
- B. Notify the District Rescheduler and Vice-Chairperson of the need to reschedule games for the following reasons:
  - 1. Rainouts.
  - 2. Incomplete games (called due to darkness, weather conditions, etc).
  - 3. Reasons listed in *Rule XIV* of the By-Laws.
- C. Provide up-to-date record of league standings to the Chairperson, no less than monthly, at the regular Executive Board Meeting. They will compare standings with the Vice-Chairperson monthly, as a minimum.
- D. Provide league winner information to the Vice-Chairperson.
- E. Attempt to attend games in his/her assigned leagues to observe the conduct of players, coaches, managers, spectators and officials, and in general, the conduct of the contest.

**SECTION 3: DUTIES OF THE OFFICERS**

**A. District Chairperson**

- 1. Plan the season and plan ahead for each sport.
- 2. Understand that the job is very time consuming.
- 3. Limit telephone calls by providing proper notations in handouts to managers.
- 4. Keep the Parish Representatives informed of all pertinent matters.
- 5. Be diplomatic at all times.
- 6. May request advice on policies from the Board of Control, then enforce them to the best of your ability.
- 7. Despite the trials and tribulations of the job, the Chairperson has the responsibility of setting a good example of leadership without bias.
- 8. Purchasing agent. (Expenditures exceeding \$250.00 must be approved by the Executive Board)
- 9. Approve expenditures and expenses, holding them to a minimum.
- 10. Represent the North County District at the monthly meetings of the Archdiocesan Executive Sports Committee.
- 11. Be responsible for establishing the budget for each sport.
- 12. Serve as Chairperson of the Board of Control.
- 13. Appoint the Secretary, Treasurer, Sergeant at Arms, and Special Advisor(s) for their terms of service.

**B. Vice-Chairperson**

- 1. Attend all meetings, such as Board of Control, Executive Board, Hearing Board, Screening, Roster Review, Kick-off, Play-off Meetings at the CYC Office, Executive Athletic Committee at the CYC office, etc.

2. Sign and distribute all releases to all appropriate parties.
3. Post and maintain a tracking record of all releases.
4. Function as Chairperson of all Hearing Boards.
5. Notify affected parties of Hearing Board decisions.
6. Notify the Executive Board of any upcoming hearing board items.
7. Create and distribute any letters required for various reasons. Provide a copy to the Secretary to serve as an attachment to the EMB minutes.
8. Report, at the monthly EBM, all decisions made by the Chairperson, Vice-Chairperson and the Hearing Board, regarding all ejections, misconduct reports and protests.
9. Act as the District Chairperson when required by his/her absence.
10. Shall ensure that a current copy of our Constitution, By-Laws and Rules is included in the packets distributed to the managers at each Sport Kick-off meeting.
11. Assist the Chairperson in all matters, in any way possible.

C. **Secretary**

1. Record the attendance and create the minutes for the Executive Board Meetings.
2. Distribute the minutes from Executive Board Meetings to all District personnel, to include the Chairperson, Vice-Chairperson, Secretary, Treasurer, Special Advisor, Parish Representatives, Sport OICs, Sport Chairperson, Past Chairpersons and the web site maintainer for publication on the web site.
3. Obtain a venue to expedite hearing board meetings.
4. Create the minutes for the hearing board meetings and distribute to all District personnel. Provide a copy to the Vice-Chairperson to serve as an attachment to the Executive Board minutes.
5. Notify all appropriate personnel of all upcoming meeting(s)
6. Process the John LePage Scholarship Award
  - A. Distribute the nomination forms to all of the Parish Representatives.
  - B. Collect, process and submit the completed forms to the nomination review committee.
  - C. Distribute the committee recommendations to the Parish Representatives for voting.
  - D. Collect and tabulate the votes and award the scholarships to the winners at the May EBM.
7. Make copies of game schedules, Manager Information Sheets, etc., as needed to complete the packets distributed to the managers at the Sport Kick-off Meetings.
8. Assist in the creation of the packets distributed at the Sport Kick-off Meetings.
9. Send out mailings as requested by the Vice-Chairperson.
10. Assist the Chairperson and Vice-Chairperson in all matters, in any way possible.

D. **Treasurer**

1. Issue a statement each month to the Executive Board, reflecting the financial status of our organization.
2. Issue all checks.

3. Keep accurate records of all income and disbursements.
4. Provide yearly summaries of comparisons of budget vs actual expenses.
5. Ensure that the City of Florissant fee for field usage is divided equally among all teams participating in the given sport.

**E. Sport Chairperson**

1. Shall attend all meetings, such as, Executive Board, Hearing Board, Screening, Roster Review, District Sport Kick-off and Playoff Meetings at the Archdiocesan CYC office.
2. Hold meetings with the parish sport coordinators 6 weeks prior to start of sport season, as required during the sport season.
3. Attend the Hearing Boards as an observer, may answer sport related questions, reports to the Executive Board thru the report prepared by the Secretary.
4. Assemble the *Spirit of St. Louis Tournament* rosters and submit to the CYC Office.
5. Assemble the *Spirit of St. Louis Tournament* shirt order and submit to the CYC Office.
6. Notify the District *league winners* and inform them about the Archdiocesan Play-off meeting.
7. Sign and *seal* Rosters and distribute to all of the appropriate parties.
8. Sign and *seal* Supplemental Rosters and distribute to all of the appropriate parties.
9. Maintain the schedule/record of practice facilities and issue permits for same.
10. Obtain *Field Time* from the Florissant Parks Department for rescheduled games.
11. Schedule a time and meet with the Special Advisor to compare the league standings at least three (3) times during the sport season.
12. Post scores and maintain league standings, win/loss records of each team via review of scorecards.
13. Review scorecards for all discrepancies and report results to the Executive Board at the monthly meetings.
14. Maintain a record of all incident reports and distribute to all personnel at the Executive Board Meetings.
15. Create and maintain a Soccer Yellow/Red Card Report and distribute to all personnel at the Executive Board Meetings. Provide a copy to the Secretary to serve as an attachment to the EBM minutes.
16. Collect the Parish Sport Coordinator's name and phone number for the each sport season and compile a coordinators list. Distribute this list at the EBM.
17. Notify the League/Page Coordinators of re-scheduled games.

**F. Sergeant at Arms**

1. Enforce order and decorum as appropriate at Executive Board meeting.
2. Request any meeting member to leave if he/she is disorderly or disruptive.
3. Understand Roberts Rules of Order and how to apply them at Executive Board meetings.

#### **SECTION 4: OFFICIAL-IN-CHIEF**

##### **A. Official-in-Chief**

1. Plan and hold clinics to teach the officials the rules of the sport.
2. Assign officials to each game.
3. Work with the District Rescheduler and Vice-Chairperson to accomplish rescheduling of officials.
4. Maintain a record of officials, showing name, age, telephone number, parish and years of experience.
5. Keep a record of the games each official works.
6. Report to the Executive Board, at the regular monthly meeting, the status of the sport in progress.
7. Attend the Hearing Board Meetings, as required, as an advisor.
8. Allowed to be the OIC in only one (1) sport at any one (1) time.
9. Term of office to be at the discretion of the Chairperson.
10. Maintain the official's uniform and equipment. Order (through the Chairperson and Equipment Coordinator) any additional or replacement equipment.
11. Observe the officials on the field of play and assist in the training of *newer* officials. Also, enhance the skills/knowledge of *experienced* officials.
12. Provide an evaluation of each official at the end of each season.
13. Pay scales/fees should be prepared by June. (see Section 6)

#### **SECTION 5: SPECIAL ADVISORS**

- A. Will serve at the discretion of the Chairperson, and may include multiple assistants.
- B. Will support the Chairperson, the Vice-Chairperson, and Sports Coordinators in their efforts to perform their tasks as outlined in the Constitution.
- C. Will report directly to the Chairperson in all areas assigned to him/her.
- D. Will apply to the Florissant Park Department for playing field permits.

#### **SECTION 6: PAY SCALES**

Pay scale/fees for Officials, Gym Guards, Facility Rental and Usage are presented in June and voted on at the July meeting, to become effective with the Soccer/Volleyball season.

#### **SECTION 7: TOURNAMENTS**

Participation by any team of the North County CYC in any tournament, pre-season, in-season or post-season, must be on a non-interference basis. Games of the North County District *must* take precedence over a tournament game.

#### **SECTION 8: SUPPORT TO THE ARCHDIOCESAN CYC**

A. A fee for all teams eligible to participate in the Archdiocesan Championship Playoffs, for all non-Playoff teams and each golf team, with golf having Spring and Fall seasons, shall be paid to the St. Louis Archdiocesan CYC

Athletic Association for each sport season. Individual fees shall be negotiated/established for each of these categories and approved by the Executive Board.

- B. One (1) copy of all rosters, manager/coach accreditation form and schedules are to be furnished to the Archdiocesan Office.
- C. All requirements above, are to be submitted upon completion of the third round of each sport season.

**SECTION 9: EXCESS FUNDS**

While we budget to avoid having excess money in the treasury, if after the close of the baseball/softball season, an audit reveals that excess money does in fact exist, the excess shall be refunded or credited to member Athletic Associations in direct proportion to their assessed fees during the previous year.

**SECTION 10: EXECUTIVE BOARD IDENTIFICATION CARD**

Each member of the Executive Board shall be issued a card by the District Chairperson, for identification purposes, should the need arise.

**SECTION 11: SCREENING COMMITTEE**

- A. The Screening Committee is only an advisory function to the Scheduling Committee.
- B. The Chairperson, the Vice-Chairperson, or Sport Chairperson may chair the Screening Meeting.
- C. The committee shall meet within 7-10 days after Team Entry Form submittal.
- D. Attendance at the Screening Meeting is limited to the Screening Committee Chairperson, members of the Scheduling Committee and representatives from each parish (sport-in-season coordinators and Parish Representatives). The Screening Committee Chairperson shall take attendance. Failure to have any representative present means that the remainder of the Screening Committee will act in that athletic association's behalf.
- E. Any Scheduling Committee change to a Screening Committee recommendation that an athletic association finds unacceptable may be appealed to the Chairperson/Vice-Chairperson within *forty-eight (48) hours* after the Sport Kickoff Meeting.
- F. Failure to have completed Team Entry Forms submitted to the pre-screening group on time, could, at the discretion of the Screening Committee, cause the teams to be screened without additional inputs from the tardy athletic association. Completed forms shall include the signature of the Parish Representative/Sport Coordinator. Should information presented on the cards be considered misleading by the Screening Committee, they shall have the prerogative of accepting their own interpretation. Any deliberate attempt by an athletic association, in presenting Team Entry Form data or in their oral presentation at the Screening Meeting, to circumvent the intended purpose of establishing leagues of comparable competitiveness, may result in that athletic association's team forfeiting their rights to winning the league. A simple majority of the Executive Board will be required to enforce this last action. The Athletic Association screening representative(s) may also be subject to disciplinary measures by the Executive Board.
- G. Implement the following guidelines for the Screening Committee activities so as to maximize, in as expeditious a manner as possible, the process leading to the formation of leagues of comparable competitiveness:
  - 1. Start scheduling by formation of "A" leagues using last year's information.
  - 2. Have pre-screening group verify data presented on the Team Entry Forms prior to the Screening Meeting.
  - 3. NO parish may be forced to place two (2) teams in the same league unless they agree and can verify that the team makeup is based on ability and not random selection.

4. Placement of mixed teams should be based on their relative ability to compete, rather than on their ages.
  5. Any major change in team structure, before the Screening Meeting, will require a *NEW TEAM ENTRY FORM*, before the meeting starts.
- H. There will be no more than two (2) "A" leagues within any age group, either Open or Closed. The "A1" League will be the strongest league in a given division. Atom and Bantam Leagues do NOT have "A" Leagues.
- I. The team designation of *Open or Closed* shall not be changed after the Screening Meeting.

**SECTION 12: EXECUTIVE BOARD MEETING ATTENDANCE**

Anyone may attend an Executive Board meeting. However, in order to participate, notice *must* be entered on the meeting agenda or the District Chairperson shall be notified *48 hours* prior to the scheduled meeting.

**SECTION 13: TEAM WITHDRAWAL**

An athletic association may withdraw a team, with no penalty, anytime prior to *the last day to add/drop a team* as designated by the District Chairperson . If withdrawn anytime after this designated date, the athletic association will still be charged for the team's entry fee.