

## **St. Charles District CYC Athletic Association Constitution**

*Revised 9/12/2017*

### **Preface**

The St. Charles District CYC was created to provide a coordinated sports program for the youth of member parishes. It is important that every Spiritual Director, Parish Representative, Sports Coordinator, Manager, and coach be familiar with the rules and regulations set forth under this cover. It is our hope that all participants will bear in mind that we have embarked on this activity for the sole benefit of God's children.

In compliance with Article III, Section 1 of the Catholic Youth Council Athletic Association Constitution of the St. Louis Archdiocese, the St. Charles District CYC hereby issues its constitution.

### **Definitions**

**Archdiocesan Constitution:** The Archdiocesan Constitution shall refer to the Catholic Youth Council Athletic Association Constitution of the St. Louis Archdiocese.

**Constitution:** The term Constitution will refer to the official St. Charles District CYC constitution as well as any attached addenda, protocols, or supplements.

**District Board of Control:** The District Board of Control will be comprised of representatives from all member parishes, with each member parish having one voting representative; the five members of the District's Executive Board, who shall also have voting rights and the District Sport Chairpersons for the sports of basketball, baseball/softball, soccer and volleyball; who shall be non-voting members of the Board of Control.

**Executive Board:** The Executive Board shall refer to the group of officers who govern the District Board of Control. Specifically, these officers are the Chairperson, the First Vice-Chairperson, the Second Vice-Chairperson, the Secretary, and the Treasurer.

**Full Time Parish:** A Full Time parish is defined as a member organization that has teams participating in all core sports coordinated by the District. Core sports are defined as baseball/softball, basketball, soccer and volleyball. Full time parishes may vote on all issues.

**Parish Representatives:** The parish representative is the individual designated to cast votes on behalf of a member parish, and is considered a member of the District Board of Control. The Parish Representative is sometimes referred to as a Lay Representative by the Archdiocese and/or CYC Central office.

**Parish:** A parish will be defined as any organization, school, or group that has been accepted as a member of the St. Charles District CYC. The term parish will be used without regard to the religious affiliation of the member organization.

**Part Time Parish:** A Part Time Parish is defined as a member organization that does not have teams participating in all core sports coordinated by the District. Core sports are defined as baseball/softball, basketball, soccer, and volleyball. Part Time Parishes are given limited voting rights regarding matters that affect the sports in which they participate, constitutional issues, and officer elections.

Quorum: A Quorum for the sake of meetings of the District Board of Control meetings will be a simple majority (greater than 50.0%) of all member organizations and District Executive Board members. At least one Executive Board member must be present. For the sake of establishing a quorum, Part Time Parish representation will be counted. A quorum for the sake of Executive Board Meetings shall be 3 members of the Executive Board.

Special Meeting: Any meeting other than a regularly scheduled District meeting. The postponement of a regularly scheduled meeting will be treated as a special meeting for notification purposes.

Sport Chairperson or District Sport Chairperson: This title refers to the St. Charles District level sport coordinators.

Sport Coordinator or Parish Coordinator: This title refers to the individual parish sport coordinators for each sport. The Archdiocese refers to these individuals as "Lay Directors."

Supplemental Rules: District specific rules that take precedence over Archdiocesan rules during District play only.

Voting Members: All member parishes, in good standing with the CYC, have voting rights; as do members of the District Executive Board.

#### **Article I – Name**

This organization shall be known as the St. Charles District Catholic Youth Council (CYC) Athletic Association, hereinafter referred to as the District, and be affiliated with the CYC of the Archdiocese of St. Louis.

#### **Article II – Purpose**

The general aim of the CYC 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 and By-Laws of the St. Charles District CYC Athletic Association is a sincere effort to promote good sportsmanship, respect for 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.

#### **Article III – Policies**

##### **Section 1**

General Policy: The duly elected District Executive Board shall have express authority to interpret and enforce rules and penalties on matters covered within this Constitution.

Where no specific rules or guidelines have been established, the Executive Board shall have authority to adopt rules and guidelines, consistent with this Constitution.

All volunteers at the district level must meet Archdiocesan guidelines for volunteers. No person who has been convicted of a felony may hold an office or position for the District.

##### **Section 2**

Championship Competition: Archdiocesan Playoffs and Championship competition will be governed by the Archdiocese Constitution. However, if the Archdiocese Constitution is silent on a matter, affecting a member parish, the District Constitution will remain in effect.

### **Section 3**

Sport Committee: Each participating member parish shall provide an individual to serve on the Sport Committee. The responsibility of the Sport Committee is described later in this Constitution. Members of the Sport Committee are non-voting members of the District Board of Control, unless they are the parish's lay representative (appointed or elected parish representative to the District).

### **Section 4**

Salary: No member of the St. Charles District Board of Control, Executive Board or committees sanctioned by the board, shall receive any monetary compensation for said services.

### **Section 5**

Financial Affairs: The financial affairs of the St. Charles District CYC are the sole responsibility of the organization. The District Treasurer will provide a status of all accounts and disbursements at the monthly District meeting. A year-end report will be provided, in writing, to all member parishes at the January District meeting.

District financial affairs are subject to oversight by the Archdiocesan Financial Office.

### **Section 6**

Meetings: The District Board of Control shall meet at least monthly. A quorum, as defined in this Constitution, must be in attendance before a meeting can be called to order. Special meetings may be called at the discretion of the District Board Chairperson, with member parishes receiving sufficient prior notification from a member of the Executive Board.

Hearing and Protest Board meetings are an exception to these meeting guidelines and will only involve necessary parishes. Procedures and guidelines for the Hearing and Protest Board are contained in a separate Article of this Constitution.

### **Section 7**

Dual Offices: No member of the Executive Board shall hold dual offices. In the event of a vacancy on the Executive Board, the duties and powers of the vacant Executive Board office may be temporarily re-assigned to remaining board members until such time that the vacancy is filled.

## **Article IV – St. Charles District CYC Board of Control**

### **Section 1**

Parish Representation: Each member parish shall designate representatives to vote on behalf of their respective organization. Representatives will be identified to the District Executive Board and a list of Parish representatives will be maintained by the Executive Board. Should more than one designated Representative be present at a meeting, voting authority will be established in descending order as listed on the list of Parish Representatives. Voting authority will be established once for each meeting. Once voting authority has been established, the designated Representative must cast all votes for his member parish for that meeting.

Executive Board members do not represent any parish and cannot vote on behalf of any parish, meaning that those people cannot cast more than one vote on any question that is voted on by the Board of Control.

## **Section 2**

Voting Right: Each eligible full time member parish is entitled to a single vote on all issues brought before the St. Charles District Board of Control. The Parish Representative shall cast this vote as outlined in *Section 1*, above.

Part Time Parishes are given limited voting rights regarding matters that affect the sports in which they participate, constitutional issues, and officer elections.

Executive Board members are considered members of the District's Board of Control; and shall each have a single vote on all issues brought before the District Board of Control; with the exception of the District Chairperson, who will be considered a member but not have voting rights as a member of the District's Board of Control, except as outlined in this Article.

Should the need arise for a decisive or tie breaking vote, the District Chairperson shall cast a vote on behalf of the District. In cases when the District Chairperson is not in attendance, the highest ranking Executive Board member shall not be allowed to vote as a member of the Board of Control and he/she shall cast the decisive or tie breaking vote if the need arises. Executive Board members shall be ranked in the order in which their office appears in the constitution.

## **Section 3**

Representative Responsibility: It is the sole responsibility of the Parish Representatives to report transactions from the St. Charles District meetings to their respective organization.

## **Section 4**

District Board of Control: The body of the Parish Representatives, and the St. Charles CYC Executive Board members shall comprise the St. Charles District CYC Board of Control. The District Sport Chairpersons are considered non-voting members of the District Board of Control, and their attendance at Board of Control meetings does not count for quorum purposes.

## **Section 5**

Time Sensitive Issues: If, in the majority opinion of the District's Executive Board, the need arises to have the District's Board of Control vote on an issue rather than call a special meeting, and the issue needs to be decided before the next regularly scheduled Board of Control meeting; the question may be presented to the voting members of the District's Board of Control via email messaging.

When this type of voting takes place, the official Parish Representative for each participating parish, as listed on the District's official listing of Parish Representatives and their alternates, shall be eligible to vote. Alternates will not be eligible to vote.

## **Article V – St. Charles District CYC Executive Board**

Officers: The Executive Board shall be comprised of a Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, and Treasurer.

Purpose: The Executive Board shall carry out the purpose of the St. Charles District CYC.

Duties of the Officers:

A. Chairperson:

1. Preside over and coordinate entire District program.
2. Appoints committee coordinators and individuals as needed for efficient and effective running of the District.
3. May replace officers who have resigned or otherwise cannot serve, subject to the approval of the District Board of Control.
4. Shall be an ex-officio member of all committees.
5. Is empowered to expend up to \$500.00 of District funds, as necessary and without District Board of Control approval, to carry out the various District programs.
6. Represents the District at all Archdiocese of St. Louis CYC Athletic Association meetings.

B. First Vice-Chairperson:

1. Shall assume duties and responsibilities of Chairperson in their absence.
2. Shall Chair the District Hearing Board in cases when the Second Vice-Chairperson is not available or in cases when there would be a conflict of interest for the Second Vice-Chairperson to Chair the Hearing Board.

C. Second Vice-Chairperson:

1. Shall support both the Chairperson and First Vice-Chairperson, as required to carry out District programs.
2. Shall Chair the District Hearing Board.
3. Shall assume the duties and responsibilities of Chairperson in the event that both the Chairperson and First Vice-Chairperson are absent.

D. Treasurer:

1. Responsible for maintaining official records of all District financial transactions and reporting on status at each District meeting. Reporting will also be done as requested by the district Executive Board.
2. Shall provide all necessary financial reports to the CYC Athletic Association of the Archdiocese of St. Louis. At a minimum, the prior month's bank statements will be made available for viewing by the officers and members, at each meeting.
3. Shall provide a year-ending financial report at the January District meeting. It shall consist of a summary of all financial transactions itemized by sport, where appropriate.

E. Secretary:

1. Shall record, file and post on the District web site, the official minutes of all District meetings.
2. Shall keep official calendar of District activities and will provide to member parishes at the monthly District meeting.
3. Shall keep an accurate record of parish representatives and their alternates, along with contact information, as provided by each parish's association president.
4. Shall keep records of all official board communication and official documents.
5. Shall keep an accurate copy of the constitution and bylaws, and make copies available to new members.
6. Shall prepare and maintain other documentation as requested by the Executive Board.

- 7. Shall issue and receive correspondence on behalf of the Executive Board.
- 8. Assist the other Executive Board members as needed.
  
- F. Removal of Officers: Any officer may be removed by a majority vote of all eligible full time and part time parishes. The voter for removal will be held at the meeting (can be a regular meeting or special meeting) following the motion for removal. All parish members must receive sufficient notification of the meeting and the motion for removal, prior to the vote.
  
- G. Succession: In the event of a vacancy in certain offices, an automatic succession will follow. If the Chairperson position becomes vacant, the First Vice-Chairperson will become Chairperson. If the First Vice-Chairperson position becomes vacant, the Second Vice-Chairperson shall become First Vice-Chairperson.
  
- H. Vacancy: If any other Executive Board position becomes vacant, the Chairperson shall appoint a replacement to complete the remaining term of the person who vacated the position. The Chairperson's appointment must be ratified by a majority vote of the District Board of Control at their next regularly scheduled meeting.
  
- I. In addition to the individual duties noted above, the Executive Board shall have sole responsibility for and authority over the district website. While, physical management of the site may be outsourced to a third party or appropriate vendor, the Executive Board shall approve all content and changes to the site.
  
- J. In the case for expense reimbursement to any officer, the recipient (directly or indirectly) may not also be a signer on the check.

Elections and Terms of Office:

- A. Nominations for the Executive Board are to be made at the April District meeting. Nominations may be taken from the floor at the May District meeting only for those positions without at least one (1) nominee at the April district meeting.
  
- B. Election of the Executive Board shall be held at the May District meeting
  
- C. New officers assume duties and position at the conclusion of the May District meeting
  
- D. Terms of office for all Executive Board members shall be two years.
  
- E. Terms of office shall be staggered in a way as to ensure that no more than 3 of the 5 Executive Board offices are up for election in a given year. The recommended format is that Chairperson, Second Vice-Chairperson, and Secretary positions would be voted on in one year, with the First Vice-Chairperson and Treasurer positions voted on in the following year.

**Article VI – District Board of Control Meetings**

**Section 1**

Meeting Schedule: The District Board of Control shall meet at least once per month at a regular place and time, unless otherwise approved by the District Board of Control at the previous meeting.

## **Section 2**

Quorum: A simple majority of Board of Control members, as described in Article IV, Section 4 of this document shall establish quorum. A quorum shall be necessary to conduct District business or issues requiring a District Board of Control vote. At least one Executive Board member must be present, and preside at the meeting.

## **Section 3**

Special Meetings: An Executive Board member will give sufficient notice of the time and location of special meetings to all members of the District Board of Control. One week will be considered sufficient notice.

## **Section 4**

Meeting Agenda: All District meetings, both regularly scheduled and special, shall begin with a prayer and roll call of attendees. The Executive Board at the January District meeting will establish a general agenda. The monthly District meeting will follow this general agenda format.

## **Section 5**

Procedures: Unless otherwise provided by this constitution, generally accepted parliamentary procedures shall prevail at all meetings.

## **Article VII – Committees**

### **Section 1**

Committee Appointments: The Executive Board shall appoint a Sports Chairperson for each District sport and any other committee deemed necessary to assist in carrying out the purpose of the CYC. The Sports Chairpersons will serve at the pleasure of the Executive Board and be the chairpersons of their respective Sport Committees.

### **Section 2**

Sport Committee:

- A. Sport Committee
  1. The Chairperson shall appoint Sport Chairperson for fall sports (soccer and volleyball) at the June District meeting; winter sports (basketball) at the September meeting; and summer sports (baseball and softball) at the March meeting.
  2. The Sport Committee will be comprised of the sports coordinators for the individual member parishes. The District Sports Chairperson will chair the committee. The Sports chairperson may appoint an Official-in-Chief for officials of the sport or, if there is no Official-in-Chief, assumes these duties himself.
  3. The Sports Committee shall review the Archdiocesan CYC Athletic Association rules prior to the respective season and recommend alterations or additions as appropriate, in the form of Supplemental Rules. The District Board of control must ratify the committee's recommendations prior to the beginning of league play for that sport. The Sports Chairperson will prepare and distribute any supplemental rules to the member parishes.
  4. The Sport Committee shall be responsible for implementing the rules and regulations of the sport, as ratified by the District Board.
  5. The Sport Committee will be responsible for coordinating roster and identification card checks, on all teams, prior to each team's initial game of the season.

6. The Sport Chairperson shall be responsible for the scheduling of District league game play, disciplinary actions and other committee participation as described elsewhere in the Constitution.
7. The Sport Chairperson shall attend District Hearing Boards as an advisor.
8. The Sport Chairperson will be responsible for compiling and posting standings during and upon completion of the season.
9. The Sport Chairperson will also be responsible for the acquisition and distribution of appropriate awards to the member parish coordinators.

**Article VIII – Eligibility**

**Section 1**

Eligibility Rules: The rules of eligibility shall be those identified in the Archdiocesan Constitution, unless altered by the St. Charles District CYC for regular season District play only.

**Section 2**

Team Counts: Then number of teams (as defined in SECTION 2A) shall be submitted by the respective parishes according to the timeframe established by the District Sports Chairperson.

The minimum number of players must be met prior to team counts being submitted to the District Sports Chairperson.

**Section 2A**

Teams Defined: The minimum number of players to form a sports team is as follows:

<u>SPORT</u>	<u># OF PLAYERS</u>
Baseball	10
Softball	11
Soccer	12
Volleyball	7
Basketball	6

There is no maximum, but playing time is an important factor and teams should be structured to give all players maximum playing time. For issues regarding full teams, these issues are covered in the Archdiocesan Constitution and the District hereby adopts those guidelines.

**Section 3**

Rosters: Rosters shall be submitted by the Parish Sport Coordinator via the roster management system. Rosters shall be provided to the District Sport Chairperson by the deadline established by the District Sport Chairperson. One roster, signed by the District Sport Chairperson, shall be retained by the team manager. The District Sport Chairperson shall be responsible for submitting the rosters to the CYC office by the deadline established by the CYC office.

Teams changing open/closed status once the season begins will not be eligible for playoffs that season. Additionally, the team cannot qualify for first place. This will apply to teams changing from open to closed and closed to open. This will apply to all sports. Games against a team with a changed status will not be considered for playoff consideration.



**Roster Formation:** Selection of teams, or placement of players on teams, based upon talent or skill level is prohibited. All methods of player evaluation, including tryouts and statistical analysis, are prohibited within the District.

For all sports, established rosters from the previous CYC season may not have more than 25% reassignments, (up to a maximum of 4 reassignments per roster). The reassignments may be for whatever reason the involved parish chooses. The maximum number of reassignments to any team may be waived by the District Executive Board due to extenuating circumstances. For the purposes of this section, reassignments are defined as player movement from one team to another team.

New teams joining the CYC league after said team's 3rd grade sport season shall not be eligible for division awards or be eligible for the Archdiocesan playoffs for 2 full seasons, or at a minimum, the 5th and 6th grade sport seasons. For the purposes of this section, new teams shall be defined as teams that are submitted by a parish that have been pre-formed by a coach and submitted as a group. If at least 51 percent of the team in question was brought in as a group to a parish, as a team that wants to stay together, this section shall apply to them.

All rosters are subject to approval by the District Sports Chairperson. District Sports Chairperson approval is subject to review by the Executive Board.

If any parish/team fails to submit its roster(s) to the District Sports Chairperson before the season begins, any games played by the parish/team prior to the submission of the roster are subject to forfeiture.

#### **Section 4**

**Identification Cards:** In accordance with the Archdiocesan CYC Constitution and By-Laws Rule 3: All Kindergarten thru 8th grade Managers and all coaches are required to have attended/taken the CYC Training Program and have a valid Coaches ID Card which is a Picture ID card. Coach's ID number must appear on the roster for all coaches indicating the coach has completed the CYC coaches training. Coaches of High School aged teams only need to have a valid ID Card. Coaches that are under 18; need to have a valid CYC ID Card. They should place "High School" or "minor" in the Coach's number area of the roster. ALL players in the CYC Athletic Association must have an Official CYC ID Card to be eligible to participate.

Teams must have their ID Cards and Official CYC Roster "Formal Roster" present for every game.

- A. A roster and identification card check shall be performed prior to the start of a District game/match under the following conditions:
  1. By direction of the Sport Chairperson or the Official-in Chief.
  2. By Direction of the St. Charles District Executive Board.
  3. Upon request of either team manager.
  4. If in the opinion of the referee, a check is warranted due to peculiar circumstances. The referee shall designate the reason for the check on the game card.
  5. If during the course of a game the official determines conditions exist that warrant a suspicion of player eligibility, a roster and identification check may be performed. The referee shall designate the reason for the check on the game card.

The game official shall note the results of the ID check on the game card. The sport Chairperson may choose to take action based solely upon the results of the check, regardless of whether the opposing coach lodges a protest.

All roster and identification card checks will be performed on both participating teams.

Failure to present requested ID cards prior to the end of the game may result in protest by the opposing coach.

- B. The respective Sport Chairperson may grant an identification card waiver, when extenuating circumstances exist. The waiver shall not exceed three (3) weeks in length. All waivers will be void for both St. Charles District playoffs and St. Louis CYC Championships. The waiver will consist of a District ID Waiver Form, signed by the Sport Chairperson, as proof for game purposes.
- C. Any manager, coach, or player that is ejected from a game, and refuses to surrender their identification card to the District official, will result in an immediate three (3) game suspension. The incident will be reviewed by the District Hearing Board to determine if further disciplinary action is appropriate.

## **Section 5**

Player Releases: A player must have a written release to play for a parish organization other than their parish of registration, if their parish of registration offers the sport. The requesting Parish Coordinator must initiate the release. The releasing Parish Coordinator, Spiritual Advisor and the respective Sport Chairperson shall approve it. Player releases will be valid for a single season. This section is not applicable for parish or Seasonal Mergers. Player releases are subject to applicable Archdiocesan CYC rules as set forth in the Archdiocesan CYC constitution and By-Laws.

## **Section 6**

Open Players: A player designated as “open” can only play for their Parish/School of Registration. Exception: Should a participating CYC Parish/School of registration not have a team in the player’s age group, the player can, with the District Sports Coordinator approval, play for another Parish. Waivers will not be allowed for open players from parishes not participating with the CYC St. Charles District. For further details regarding waivers/releases for “open” players, see the Archdiocesan CYC Constitution and By-Laws.

## **Article IX – Playing Rules**

### **Section 1**

Rule Incorporation: All supplemental rules and regulations of the respective sports are considered part of this constitution and are incorporated by reference as if fully set out herein.

### **Section 2**

Forfeits: A \$50.00 fine will be imposed on a District parish member association for each game forfeited by a team of the parish association. The parish association whose team(s) forfeit(s) the game(s) shall have seven (7) days after the forfeit(s) to provide, in writing to the Sport Coordinator, an explanation of the forfeit. The Sport Coordinator shall be the sole ruling authority on the validity of the forfeiture fine. The Sport Coordinator shall notify, within ten (10) days, the District Executive Board of any fine(s) to be imposed. The parish association, within thirty (30) days, shall pay any fine(s) imposed. Failure of a parish to pay any fine(s) will result in suspension of District voting privileges.

## **Article X – Rules of Conduct**

### **Section 1**

Participant Conduct: All participants (managers, coaches, referees, players and spectators) shall at all times; before, during and after any sports event, conduct themselves as true Catholic sportspersons. A sports event is not considered complete until all participants have departed the playing venue and associated facilities. Managers, coaches, referees and spectators shall reflect the purpose of the St. Charles District CYC: to teach the children good sportsmanship in a Catholic environment.

- A. Spectators' Conduct: All spectators are the responsibility of the manager of respective teams.
- B. Profanity: Language deemed profane by the official will not be tolerated on the sport venue under District jurisdiction. Any individual guilty of this infraction will be ejected from the game and/or premises.
- C. Tobacco: The use of any tobacco product by a manager, coach or player is not permitted during the contest. This restriction includes the warm-up period, as well as the game, and encompasses the playing surface, bench, and associated areas that are considered part of the immediate venue. Any participant that continues to violate this restriction, after a verbal warning by the official, will be immediately ejected from the game.
- D. Rules of Play: This Constitution and the respective rules of the sport, as ratified by the District Board shall govern all contests. This pertains to District league play only.
- E. Suspension: Any person (manager, coach, player or spectator) ejected from a game will surrender their CYC identification card, if applicable, and will be suspended from all sports (games and practices) until such case is reviewed by the Sport Chairperson of the respective sport. Within 48 hours of knowledge of the suspension, the District Sport Chairperson must notify the respective Parish Sports Coordinator of the suspension and the suspended party's right to appeal. If the suspended party participates in any games while suspended, those games will be subject to forfeit. If the suspended party files a formal appeal, the party may continue to participate in games until the appeal is heard. A formal appeal is considered to be filed when it is received by the District Sport Chairperson.
- F. Any manager, coach or player who is ejected from a game, and refuses to surrender their identification card to the District official, will result in an immediate three (3) game suspension. The incident will be reviewed by the District Hearing Board to determine if further disciplinary action is appropriate.
- G. In all sports, the ejection must be noted on the game card, along with the reason for ejection. An official's failure to note the ejection will not void the ejection.

1. Sport Chairperson may invoke a maximum of a three (3) game suspension on any ejected individual. If the Sport Chairperson believes a suspension of greater than three (3) games is warranted, such request shall be submitted to the St. Charles District Hearing Board for resolution.
2. An individual that receives two (2) ejections during the same season shall be suspended for the remainder of that season. The St. Charles District Hearing Board will be convened to determine the individuals standing for future District sports activities.
3. The Sport Chairperson may, at their discretion, submit cases of repeated disciplinary issues, by individuals and teams, to the St. Charles District Hearing Board.

## **Article XI – District Hearing Board**

### **Section 1**

**Purpose:** The St. Charles District CYC shall establish a District Hearing Board for the purpose of determining disciplinary action under, but not limited to, the following circumstances:

- A. Upon recommendation of a District Sport Chairperson or the District Chairperson.
- B. When an individual has been ejected on two (2) occasions in the same sport season.
- C. When the ejection is for violent conduct or involved contact with an official.
- D. Cases referred by a sport's Protest Committee.
- E. Any time that a player, coach, spectator or game official appeals a decision made by the District, that would not fall under the jurisdiction of a Protest Committee.

### **Section 2**

**Notification of Hearing or Appeal:**

- A. Upon documented notification of a District imposed sanction, the sanctioned person, team or parish has 72 hours to file an appeal. All appeals, whether on a Committee decision or a District decision must be accompanied by appropriate fee and must be approved in writing by the Parish Representative.
- B. Upon documented notification of a pending hearing, involved person(s) have 48 hours to submit written statements regarding any involvement that they had with the incident or situation in question in order for those statements to be considered while deliberations take place.
- C. The first appeal (\$35.00) must be made in writing by the involved party's parish's appointed Parish Representative to the Chairperson of the District. The District Hearing Board will then hear the appeal. Appeals must be filed or postmarked with the Chairperson of the District by the sixth calendar day from the date of written or verbal notification of imposed sanction or Hearing Board's decision.
- D. A second appeal (\$50.00) must be made in writing by the involved party's parish's appointed Parish Representative to the Chairperson of the District. The District Board of Control will then hear the appeal. Appeals must be filed or postmarked with the Chairperson of the District by the sixth calendar day from the date of written or verbal notification of the Hearing Board's decision.
- E. A FINAL appeal (\$50.00) must be made in writing to the CYC Executive Athletic Committee. Teams must notify the District Chairperson in which the team is participating. This appeal must be filed or postmarked to the Chairperson of the CYC Executive Athletic Committee by the sixth calendar day from the date of written or verbal notification of the Board's decision.

### **Section 3**

Membership: The District Second Vice-Chairperson shall chair the Hearing Board. Additional members will include the other members of the District's Executive Board, the Sport Chairpersons for these listed District sponsored sports: basketball, baseball, softball, soccer & volleyball.

In the absence of or unavailability of the District Second Vice-Chairperson, another Executive Board member may preside over the meeting.

#### **Section 4**

Procedure: The Second Vice-Chairperson of the District will make the meeting arrangements, including time and place. Said meeting will be coordinated and scheduled through the involved Parish Sport Coordinators. Their Parish Sport Coordinator and another parish official (parish official shall be defined as a priest from the party's parish or a listed board member from the party's parish sport association) may accompany the individual involved. The meeting shall be conducted using the following agenda as a guideline;

- A. The Hearing Board Chairperson will convene the meeting with a prayer.
- B. The Sport Coordinator Chairperson or designated presenter shall give a statement regarding the incident(s) in question. This may include any information gathered from participants or statements through the course of the Coordinator's Chairperson's investigation.
- C. The Official-in-Charge shall present information submitted from the officials associated with the incidents or any other information pertinent to the hearing. This may also include an interpretation of the sport rule(s) involved with the discipline incidents.
- D. If prior suspensions are involved, the Sport Coordinator Chairperson shall brief the Board of the disciplinary actions taken previously.
- E. The individual involved in the ejection(s) will be allotted fifteen (15) minutes to present a statement regarding the incident(s). Written statements from non-attendees may be presented to the Hearing Board, for consideration, in addition to the above time period.
- F. Witnesses, if approved prior to the Hearing Board meeting, will be allowed ten (10) minutes each to present their information.
- G. The Hearing Board shall ask questions or seek clarifications from any meeting attendee. When the Board has completed all questioning and/or all points are clarified, the meeting shall be convened.
- H. The Hearing Board will meet in private, immediately following the hearing, discuss the information presented and render a decision. Decisions on disciplinary action shall be by majority vote.
- I. The Hearing Board Chairperson shall notify the affected Parish Sport Coordinator of the Board decision within 24 hours of the meeting. Said notification may be verbally and shall include the District Secretary for record purposes. Any verbal notification must be followed up with written notification (electronic mail is not considered acceptable) with a copy to the District Secretary for record purposes.
- J. Hearing Board decisions will be considered invoked immediately upon notification to the Parish Sport Coordinator. Any verbal notification must be followed up with written notification (electronic mail is not considered acceptable) with a copy to the District Secretary for record purposes.
- K. All written reports will be made available for review at the hearing, but the original reports, along with any and all copies, will be retained by the District Hearing Board.

#### **Section 5**

At the discretion of the Catholic Youth Apostolate Executive Director/CYC Sports Director/Assistant Sports Director/District Chairperson this appeal process may be altered.

## **Article XII – Protest Committee and Protests**

### **Section 1**

Official's Decision: For any judgment call on the field, the decision of the official shall be final. On questions of interpretation of the rules or laws of the game or player/coach eligibility, a protest may be made to the respective District CYC Sport Chairperson, who will rule on the matter. The game official's decision must be accepted while the game is in progress.

### **Section 2**

In order for a protest to be honored, it is the responsibility of the team's manager/coach to follow this notification process while the game is being played:

Notification: Managers or coaches protesting an infraction of the playing rules must notify the game official as follows:

- A. Baseball, Softball and Volleyball – at the time of the infraction; before play is resumed.
- B. Basketball – at the first stoppage of play, after the infraction.
- C. Soccer – at half time or immediately after completion of the game, whichever may occur first.

The game official(s) should notify opposing manager that game is being played under protest.

### **Section 3**

Game Card: In all sports, the protest must be noted on the game card, with the time of the infraction, in addition to the filing with the Sport Coordinator. An official's refusal to note the protest will not void the protest eligibility.

### **Section 4**

Protest Submission: All initial protests must be made in writing and submitted to the District Sport Chairperson for the respective sport. The protest must be postmarked (or date stamped if it is an electronic submission) within 72 hours of the scheduled start time of for the game in which the protest situation occurred. Only the team manager or assistant coaches, as listed on the team's last approved CYC official roster may make a protest. The team's parish sport coordinator should be included when an initial protest is made to the District Sport Chairperson.

### **Section 5**

Appeal of Chairperson's Ruling Submission: In this step of the process, protests must be made in writing and submitted to the District Sport Chairperson for the respective sport and must be accompanied with a deposit of \$35.00 from your parish athletic association. The protest must be postmarked (or date stamped if it is an electronic submission) within 72 hours of when notification was made of the District Sport Chairperson's ruling. Only the team's manager or assistant coaches, as listed on the team's last approved CYC official roster may request the protest. The protesting team's Parish Sport Coordinator, Parish Representative to the District or Association President must approve the protest prior to submission to the District. (The Parish Representative to the District referred to in this section is the primary representative that as submitted to the District Secretary before the date of the occurrence that

is being protested. Alternate parish representatives are not eligible to approve a protest, unless said person is the parish's respective sport coordinator or association president too)  
If the protest is overruled the parish association forfeits the deposit, but if the protest is upheld the deposit shall be returned to the parish association.

## **Section 6**

Protest Committee:

### **A. Membership**

The Sport Chairperson for each sport shall serve as chairperson of the Protest Committee for that particular sport. The Committee shall consist of the Sport Chairperson, the Official-in-Charge, if one is designated for the sport, and a minimum of three (3) Parish sport Coordinators. Every effort will be made to utilize parishes not involved in the protest situation. A quorum of three (3) is necessary to conduct the meeting.

### **B. Jurisdiction**

The Protest Committee shall hear any protest received concerning a rule infraction relative to any sports competition sanctioned by the St. Charles CYC District. A judgment call by an official cannot be protested and is therefore not within the jurisdiction of the Protest Committee.

### **C. Disqualification**

A member of the Protest Committee must disqualify themselves from taking part in the hearing if they, or their Parish organization, might be affected by the decision or if they are biased for or against any party at the hearing. The District Chairperson is empowered to make temporary appointments to the Protest Committee for the purpose of achieving a quorum.

## **Section 7**

Protest Meeting:

- A. The protest Committee Chairperson shall set the procedure for conduction of the hearing.
- B. Burden of proof is on the protesting team.
- C. All teams immediately involved in the protest shall be given the opportunity to be represented at the meeting.
- D. The official(s) shall submit a written report(s) and shall also be present if deemed necessary by the Protest Committee Chairperson.
- E. Notice of the Protest Committee decision shall be given to the effected teams as soon as feasible following the meeting.

## **Section 8**

Appeals of any decision made by the Protest Committee must be made in writing by the protesting team's parish organization, submitted to the District Chairperson and must be accompanied by the appeal fee of \$50.00. The District Executive Board will hear the appeal, as they deem appropriate. Appeals must be postmarked (or date stamped if it is an electronic submission) or filed with the District Chairperson by the seventh (7th) sixth calendar day from the date of written or verbal notification of the protest committee's hearing decision. All appeals must be based on the same infraction or violation as stated in the original decision. At the District level, the decision of the District Executive Board is final.

Per the Archdiocesan CYC Constitution, a FINAL appeal may be made to the CYC Executive Athletic Committee, as outlined in the next two sections of this article.

### **Section 9**

A FINAL appeal (\$50.00) may be made in writing to the CYC Executive Athletic Committee. Teams must notify the District Chairperson in which the team is participating. This appeal must be filed or postmarked to the Chairperson of the CYC Executive Athletic Committee by the sixth calendar day from the date of written or verbal notification of the District Executive Board's decision. For further guidance regarding appeals to the CYC Executive committee, refer to the current Archdiocesan CYC Constitution.

### **Section 10**

All appeals must be based on the same infraction or rule violation as stated in the original protest.

### **Section 11**

Void of Protest: Failure to meet any of the specifications cited in this Article will void any potential protest. This does not apply to protest regarding eligibility.

### **Section 12**

Eligibility: Protests concerning eligibility of players must be postmarked (or date stamped if it is an electronic submission) no later than the seventh (7th) day following the game being protested. Eligibility protests must adhere to Section 2 of this Article.

### **Section 13**

Game Forfeiture: Protests of eligibility, which are upheld by the Protest Committee, will result in immediate forfeiture of all games in which the ineligible player participated. On upheld eligibility protests, the Protest Committee may refer the offending manager and coaches to the District Hearing Board for possible reprimand.

### **Section 14**

At the discretion of the Catholic Youth Apostolate Executive Director, CYC Sports Director, CYC Assistant Sports Director or St. Charles District Chairperson, this appeal process may be altered.

## **Article XIII – District Playoffs**

### **Section 1**

Playoff Format: The Sport Chairperson shall establish the District playoff format for divisions involved in the St. Louis CYC Championships. The proposed playoff plan shall be submitted to the District Executive Board, for approval, by the third (3<sup>rd</sup>) week of the respective season. The plan must include dates, times, and locations of games.

### **Section 1A**

Division: By definition, the league champion is the team with the best win/loss record within their division. Division is defined as Intermediate, Cadet, Crusader, etc. If only one Division exists and has both OPEN and CLOSED teams, the OPEN and CLOSED teams with the best overall records (i.e., all 10-12 league games count) would automatically represent their division in the CYC Archdiocesan playoffs. If a



tie exists at the end of the regular season, the teams tied with the best win/loss records will be declared Co-Champions. If a City-County playoff representative is required, playoff game(s) will be held to determine the representative. This game will be held on a date designated by the Sport Coordinator as stipulated in Section 1.

For multiple Divisions, a league Champion will be declared in each Division (OPEN and CLOSED, if appropriate). A District playoff will only be held if a City-County playoff representative is required. The District playoffs will be a single elimination between the divisional representatives (Blue/Red/White/etc. or A/B/C/etc.) to determine which team goes forward to the CYC Playoffs as the OPEN and CLOSED representative from the St. Charles District CYC.

For the purposes of deciding the open and closed teams that will be advancing to the St. Louis Archdiocesan CYC Championships, all regular season games will be used to compute standings.

## **Section 2**

Playoff Host: The St. Charles District Sports Chairperson will determine the Host parish for District playoffs within one (1) week prior to contest. Any Parish feeling that they have been overlooked for playoff games may contact the Chairman of the St. Charles District Board within 72 hours of the scheduled event and present valid reasons along with a schedule that meets the criteria set forth. The District Chairman must call together the Board and resolve all issues.

## **Article XIV – Conduct**

### **Section 1**

Principles: All that is dishonorable and unsportsmanlike is particularly and expressly condemned. The player, manager, coach, spectator or team found guilty of violating those principles shall be removed from the game at the discretion of the official and in turn, be put on report to the respective Sport Chairperson. Based upon the severity of the infraction, the District Sport Chairperson may declare the offender ineligible to participate in future contests, pending the results of disciplinary hearings and appeals. Additional discipline/penalties, may be assessed via the District Hearing Board guidelines.

Conduct applies to behavior before, during, and after events at facilities under District Jurisdiction.

- A. **Respect for Authority**: The official is a CYC representative and as such, has full authority on the field, court or gym until they depart the facility and associated grounds. Managers, coaches and team captains are the only representatives that may confer with the official, providing it is done in a civil manner. The District considers a display of respect for officials as integral to the training of children.
- B. **Spectator Conduct**: All spectators are the responsibility of the respective team's manager and coaches.
- C. **Profanity**: Profanity will not be tolerated at any time at facilities under District jurisdiction. An individual guilty of this infraction will be ejected from the game.
- D. **Dangerous Play**: Overly aggressive and dangerous play will not be tolerated. An immediate ejection will result, if deemed necessary by the official.
- E. **Rules of the Game**: This Constitution and the respective rules of the game as ratified by the District Board shall govern all contests.

- F. Fighting: No fighting or pushing will be tolerated. This includes aggression towards officials, coaches, players, or spectators. Any infraction will result in severe disciplinary action, which may include suspension for a season or permanent expulsion from the St. Charles District CYC.

## **Article XV – Officials**

### **Section 1**

Official-in-Chief: The Official-in-Chief shall be appointed by the Sport Chairperson and will be approved by the District Board. The duties of the Official-in-Chief are as follows;

- A. Plans and holds a training clinic for referees and game officials.
- B. Establishes the procedure for testing and registration of the officials for their respective sport.
- C. Investigates documented concerns regarding inadequate officiating and develops remedial action, if required, in conjunction with the parish sport coordinator.
- D. Maintains a record of officials showing name, telephone number, parish, years of experience and any additional information deemed necessary.
- E. Attends Protest and Hearing Board Meetings, as required, as an advisor.

In the absence of an Official-in-Charge, these duties, and any other attributable duties outlined within this Constitution, revert to the Sport Chairperson.

## **Article XVI – Parish Program Mergers**

### **Section 1**

Guidelines: All mergers must be approved by the St. Charles District Executive Board. The following requirements must be met before the Executive Board will give consideration:

Pastors of each merging parish must agree.

- A. Parish Organizations must agree and show the participants in the governing of the program.
- B. A genuine need must be shown. It must be shown that a concerted effort was made to establish a program within each parish. Mergers will also be considered for regional school programs between Parishes.
- C. The entire athletic program must be merged, with players from each Parish integrated on newly formed teams.
- D. Responsibility for all CYC fees must be determined.
- E. Merger applications, in writing, must be received by the District Executive Board at least ninety (90) days prior to the proposed date of the merger.
- F. The Pastor of any of the participating Parishes may revoke a merger.
- G. Rules of eligibility apply to the merged Parishes.

## **Article XVII – Amendments**

The Constitution of the St. Charles District CYC may be amended, repealed or added to by the vote of three-fourths of the Parish Representatives present at the regular monthly District meeting. Proposed changes must be presented, in writing, at a regularly scheduled meeting, at least one month prior to the District vote.

## **Article XVIII – Proviso**

Any matter not covered in this Constitution shall be handled under the guidance of the Archdiocesan Constitution. In the event a matter is not covered by the Archdiocesan CYC Constitution, it shall be left to the discretion of the Executive Board.

## CYC St. Charles District Protocol

The following are not bylaws, but protocol voted upon by the District as standard operating procedure. The protocol will be maintained as an addendum to the District bylaws.

### **A. Coordinator Pre-Season Presentation, 4/05**

As part of the standard operating procedure of the District, each District Sport Coordinator shall prepare a preseason report for presentation to the District Board for review and approval. This report will be presented during one of the two meetings that precede the start of the season. The purpose is to ensure the District is consistent in our approach to each sport.

Items to address within the pre-season presentation may include, but not necessarily be limited to, the following:

- Field/facility use
- Division make up
- Officials
- Fees and sport specific expenditures (I.E. City fields or private park fees)
- District supplemental rules
- Special considerations for the sport

### **II. Posting of Standings, 2/05**

Standings will not be posted for public view for lower grades. Standings will be maintained by the sport coordinator but will not be posted for public view. Standings will be posted for the following:

Baseball/Softball	Grade 3 and up
Basketball	Grade 4 and up
Soccer	Grade 3 and up
Volleyball	Grade 4 and up

### **III. Catholic Youth Council Archdiocese of St. Louis Spirit of St. Louis Games & District Protocol**

#### **THE GAMES**

Each parish participating in the CYC program is invited to send at least one 8<sup>th</sup> grade boy and girl to the Spirit Games. These players join with other players from their CYC District to take part in friendly competition with teams from other Districts.

#### **THE PLAYERS**

The players and their families serve as living examples of the spirit and principles the CYC has endeavored to teach the youth of the Archdiocese for over 60 years.

Like Charles Lindbergh in the Spirit of St. Louis, they have learned that with hard work and teamwork dreams can come true. *I Believe I Can Fly* is more than just a song title. It is the way to success.

Our players and their families bring to the games and the St. Louis Community a love for the game and a spirit of sportsmanship that has made St. Louis renowned as a great sport city. They are an important part of the *“Spirit of St. Louis.”*

#### **DISTRICT PROTOCOL**

Coaches - Head Coach will be determined by the District Sport Coordinator based on same criteria as the players. The head coach is encouraged to solicit assistance from all other 8<sup>th</sup> grade coaches to coach the team.

Team selection – An equal number of players will be selected from each Parish team. Total number of players will be dependent upon the sport, the number of 8<sup>th</sup> grade teams, and the number of spirit teams requested by the CYC office. Players will be selected by their own team/coach.

Recognition – Plaques will be purchased by the District and provided to each player. The plaques will be ordered by the District Coordinator.

#### **IV. CYC ST. CHARLES DISTRICT FINANCE PROTOCOL**

The following is a listing of formal protocol, past practice and Archdiocesan Finance Office expectations. The purpose of this document is to compile these items into one document for the benefit of the CYC St. Charles District and its member parishes.

##### **ARCHDIOCESAN FINANCE REQUIREMENTS**

The District Treasurer is responsible for the following actions that are required by the Archdiocesan Finance Office.

- Provide monthly bank statements to the Archdiocesan Finance Office
- Provide a current (electronic) version of the check register to the Archdiocesan Finance Office on a monthly basis.
- Provide a roll forward reconciliation statement to the Archdiocesan Finance Office on a monthly basis.
- It is required by the Archdiocesan Finance Office that any CD’s or other investment of District funds be invested through the Archdiocesan Finance Office.
- Sport specific worksheets are to be completed by the District Treasurer and submitted to the CYC office prior to the start of each sport season. Worksheets are to be obtained from the CYC Sports office. The worksheets determine what is to be paid to the CYC office for league fees less official’s expense.

##### **DISTRICT PROTOCOL**

- The Board has established the formal mailing address of the District at P.O. Box 602 St. Peters, MO 63376-0602. The rationale is this is central to the majority of the parishes in the District, we eliminate personal addresses, and those problems associated with mail being sent to personal addresses of Board members past their term as a Board member. This includes general mail and that mail specific to the treasurer and District finances.

- It is required two signatures be applied to each check written.
- The Board shall establish 3 to 4 Board members with check writing authority to assist the treasurer in this process.
- The Board has prohibited any authorized person from writing a check to themselves or co-signing a check to themselves.
- The Board has prohibited any authorized board member or other persons from having a debit or ATM card specific to District bank accounts.
- The treasurer will provide at a minimum the most recent bank statement at all monthly District meetings for review by the Board and any parish representative.

## SPORT PROTOCOL

- The District Treasurer shall obtain sport specific applications and pay sheets prior to the season. This information shall be distributed to parish treasurers and applicable parish sport coordinators.
- Prior to the start of the season, the District Treasurer shall work with the District Sport Coordinator to determine what adjustments should be made to the individual grade team fees. This shall remain unchanged for the following year if no change is documented. These changes may include but not necessarily be limited to:
  - a) Spirit Awards (8<sup>th</sup> Grade)
  - b) Number of Officials per grade (I.e. baseball and softball uses no officials for 1<sup>st</sup> grade and 1 official for 2<sup>nd</sup> grade)
  - c) District playoff games for 5<sup>th</sup> grade and up
  - d) Cost of printing materials for referee, umpire and officials training for said sport.
- Based on team counts provided by the District Sport Coordinator, the District Treasurer shall invoice District parishes using established pricing and invoice forms.
- It is the responsibility of the District Treasurer, with the support of the District Board, to collect fees from member parishes.
- Parish Treasurers are to submit reimbursement requests to the District immediately upon conclusion of the season. It is allowable for parish treasurers to submit reimbursement requests on a monthly basis during the season. All requests are to be accompanied by the sport specific pay sheets to support the reimbursement request.
- If the Parish has not supplied the District recommended number of officials for a game, then the Parish Treasurers shall only submit the actual number of officials officiating an event. Any remaining team fees not used for officials will be used by the District for operating expenses.
- In any sport, where only one official is formally designated by the rules of that sport to be on the court/field to officiate a game (2<sup>nd</sup> grade baseball/softball uses one umpire instead of two umpires per game), the reimbursement for that official shall equal the reimbursement of one official in a two official game. (I.e. if two officials are to receive \$12.00 per game, then one official in this situation would also receive \$12.00. They would not get pay and a half, or \$18.00).
- A parish has the right to pay above the District/CYC recommended pay scale for any or all officials, however the District will only reimburse the parish based on what is presented on the current District pay scale sheet.
- It is the responsibility of the District Treasurer to verify reimbursements via review of the submitted information, master schedules/results, etc.

- Those responsible for the scheduling of District games are to submit the master schedule, with results, to the District Treasurer to assist the Treasurer in their duties.

#### GENERAL PROTOCOL

**The District does not do net invoicing. The Archdiocesan Finance Office and CYC Office have requested we not do this and good financial management and accountability suggest we keep separate transactions.**

**The District will not combine invoices (lump two or more sports together). Again, we will keep separate transactions.**

District playoff games (where your umpires have participated), and the related official reimbursement, should accompany any reimbursement request to the District. This should be listed as a separate reimbursement request. CYC playoff officials and scorekeepers will be reimbursed from the CYC office.

February 20, 2012

In an effort to streamline and standardize the reimbursement process, the St. Charles CYC is enacting the following policy:

**Parish application for referee, umpire, official, scorekeeper, timer, etc. reimbursements from the St. Charles District CYC.**

During the each sport season, the St. Charles District reimburses the parish athletic associations at the end of each month for games that were completed with scores reported at each respective parish's sport facility. The exception being that \$500 will be held back by the District until each respective parish submits final information to the District Treasurer showing that the number of officials that the parish is submitting re-imbursement for actually worked those games.

To meet this requirement, the parish is required to submit either (1) a copy of their complete official's schedule, (2) a copy of the Excel version of that particular sport's master schedule with the officials listed next to each game or (3) a report generated by that parish's referee scheduling software that shows each game and the referees that worked each game.

Additionally, in an effort to keep track of who is officiating CYC St. Charles sanctioned sporting events, each parish is required to submit a list of officials that work games at their parish facilities to the District.

Parishes are required to submit the required reimbursement information to the District Treasurer within 6 months of the end of each respective sport season. After that time period ends, the funds in question are forfeited to the District.

This policy is in effect as of March 2012 and will include the 2012 basketball season.

**District Team Fee Invoicing and Parish Payment Policy Approved by District Board 4/2014**

Invoices for CYC St. Charles sport leagues shall be sent out to each participating parish's association treasurer and president on or before the District monthly meeting in the first month of each respective sport season. The method of distribution shall be via email.

Team fee invoices are expected to be paid on in full upon receipt from the District. Team fees are to be received by the District no later than the 28<sup>th</sup> day of the month in the same month that the invoice is received.

In the event that a parish's team fees are not received by the District on or before the 28<sup>th</sup> day of the same month that the invoice was received by the parish, a late fee of \$10.00 per team will be added to the total amount due from that parish. This late fee will be assessed and added to the total amount due after the 28<sup>th</sup> day of each following month that the team fees are not paid in full to the District.

In the event that a parish has not paid the team fees in full for all of its teams in a sport by a specified date for each sport season, none of that parish's teams in that sport will be permitted to participate in District playoff games, the Archdiocesan playoffs or be awarded any postseason awards from the District or CYC. The specified date referred to in this paragraph shall be 14<sup>th</sup> day before the published pre-playoff meeting for the CYC Archdiocesan playoffs for each respective sport.

**District Sport Official Reimbursement Payments to Parishes Protocol 4/2014**

The District Treasurer shall send payment to each parish that has incurred sport official during a sport season fees by the 14<sup>th</sup> day of the month following the month that the sport official costs were incurred by the parish(s).

In the event that a parish has not paid the team fees in full for its teams that are participating in CYC St. Charles leagues, that parish shall not be eligible to receive sport official reimbursement for that sport until the team fees are paid in full to the District. Any late payment fees that have been assessed by the District shall be deducted from that parish's sport official reimbursement amount from that sport, or the next sport season that occurs.

**District Fines Assessed for Game Forfeiture Policy Approved by District Board 4/2014**

Any fine that is assessed per the St. Charles CYC By-laws for game/match forfeiture shall be collected by the District and then forwarded on to the parish/organization that was scheduled to host the forfeited game/match. (The fine that this is referring to is outlined in Article IX, section 2 of the District's by-laws)