

***ST PAUL PARK ATHLETIC ASSOCIATION  
BY-LAWS FOR 2011/2012***

**ARTICLE NAME**

This organization shall be known as the St. Paul Park Athletic Association, Inc.

**ARTICLE II – OBJECTIVE**

Objectives of the St. Paul Park Athletic Association are to provide recreation and education for the youth of St Paul Park in the field of Baseball, Softball, Football and Soccer. To instill the ideals of good sportsmanship, honesty, loyalty, and courage so they may be finer, stronger and happier children and will grow to be proud and confident adults.

**ARTICLE III – MEMBERSHIP**

- A. Any adult member of the City of St Paul Park or any adult who currently has child registered in an SPPAA sponsored program shall be a member, and may be eligible to obtain voting privileges at general membership meetings. Meetings are held the first Wednesday of the each month at the Heritage Building at 7:00 pm. Date, time, and location are subject to change due to SPPAA programs.
- B. To obtain voting privileges at Board meetings, individuals must meet the Membership requirements of Article III Section A and have attended three (3) consecutive, monthly meetings. Upon completion of the third meeting, a member shall have voting privileges at the start of the next meeting. To retain voting privileges, an individual must have attended three (3) consecutive meetings during the calendar year. Voting privileges will carry over to the 31st of March the following year. Individuals must be at a meeting a minimum of one (1) hour or completion of the meeting, whichever is less, to be considered in attendance.
- C. All board members must adhere to Article III B.

**ARTICLE IV – PLAYER ELIGIBILITY**

- A. For participation in the in-house leagues, players must meet one of the following criteria:
  - 1. Be a resident of the City of St. Paul Park.
  - 2. Be a resident of a neighboring community providing that community does not provide a team in that sport or age group.
  - 3. Children of active non-residents are eligible to play in the St. Paul Park Athletic Association programs provided they meet league registration requirements and the volunteer remains active in the program.
  - 4. If a player moves out of the City of St Paul Park during the season, they will be allowed to complete the season with their current team.
  - 5. If a child attends school in St. Paul Park they are eligible to play, provided they meet league registration requirements.
  - 6. All players who reside within the community of St. Paul Park are not allowed to represent any organized team other than the St. Paul Park Athletic Association as long as a team can be fielded in the City of St Paul Park.

- B. To participate, a player must be at least five (5) years of age not to exceed nineteen (19) years of age by September 11<sup>th</sup> for Girls softball.
- C. To participate a player must be at least (5) years of age not to exceed eighteen (18) years of age by April 30<sup>th</sup> for baseball.
- D. To participate a player must be at least 3<sup>rd</sup> Grade not to exceed 6<sup>th</sup> Grade for Football.
- E. To participate player must be four (4) years of age no to exceed eighteen (18) years of age for Soccer.
- F. Age guidelines may be dictated by the governing league.

Age/Group Classifications:

**Baseball**

- 1. T-Ball 5-6 years of age
- 2. Pitchball 7-8 years of age
- 3. Peewee 9-10 years of age
- 4. Minors/Majors 11-12 years of age
- 5. Traveling 13U-18U years of age

**Softball**

- 1. 1<sup>st</sup> Grade
- 2. 2<sup>nd</sup> Grade
- 3. 3<sup>rd</sup> Grade
- 4. 4<sup>th</sup> Grade
- 5. 5-6<sup>th</sup> Grade
- 6. 7-8<sup>th</sup> Grade
- 7. U 12<sup>th</sup> Grade

**Football**

- 1. Wee Pee 3<sup>rd</sup> & 4<sup>th</sup> Grade
- 2. Pee Wee 5<sup>th</sup> & 6<sup>th</sup> Grade

**Soccer**

- 1. U 5
- 2. U 6
- 3. U 7-8
- 4. U 9-10
- 5. U 11-12
- 6. U 13-14

**ARTICLE V – GOVERNMENT**

- A. The Baseball, Softball, Football and Soccer Division of the St. Paul Park Athletic Association shall run under the supervision of a President and a Board of Directors, whose duty it is to manage the organization subject to the will of the General Membership and the St. Paul Park Athletic Association.
- B. The St. Paul Park Athletic Association Board may consist of ten (10) elected members consisting of the President, Director of In-House Baseball, Director of Traveling Baseball, Director of Softball, Equipment Manager, Field Director, Secretary, Treasurer, Events Coordinator and Director of Soccer. Each director may

recommend an assistant for their position. This assistant must be approved by the Board and pass a confidential background check.

- C. Attendance to monthly meetings is necessary by all Board Members. Notification of absence must be coordinated prior to the meeting with another board member. If a director is going to be absent from a meeting, the assistant to that Director should attend in the Directors absence. This assistant shall assume all voting privileges in the absence of that director.
- D. The term for elected Board members will be two (2) years. A meeting of the general membership will be held in October of each year for the election of Board Members on a rotating basis. Even numbered years will open positions for In-House Baseball Director, Soccer Director, Equipment Manager, Field Coordinator, and Treasurer. Odd numbered years will open positions for President, Traveling Baseball Director, Softball Director, Secretary, and Events Coordinator. Newly elected members will assume their position in November, after a confidential background check.
- E. Any vacancy shall be filled by an interim appointed by the board. The appointed member will hold office until the next annual election.
- F. Duties and responsibilities of elected members:

**The President shall:**

- a. Coordinate and preside over all the meetings of the General membership and board members.
- b. Enforce all laws, rules and regulations of the division.
- c. Be responsible for overseeing proposals and purchases.
- d. Be responsible for the coordination of registrations and the establishment of in-house and traveling try-out procedures.
- e. Coordinate budget proposals for approval by the Athletic Association Board
- f. Represent the St. Paul Park Athletic Association at outside meetings if necessary.

**The Director of In-House Baseball shall:**

- a. Be responsible for the recruitment, review and recommendations of coaches and assistants to the St. Paul Park Athletic Association.
- b. Enforce all the rules and regulations of the division.
- c. Oversee the formation of in-house teams and the participation of players.
- d. Appoint assistants, as needed, to ensure the growth and prosperity of the In-House Baseball division.
- e. Be the liaison for SPPAA Board at governing association meetings.
- f. Ensure all fields are properly equipped prior to the first practice or game.

**The Director of Traveling Baseball shall:**

- a. Be responsible for the recruitment, review and recommendations of coaches and assistants to the St. Paul Park Athletic Association.
- b. Enforce all the rules and regulations of the division.
- c. Organize and run traveling team tryouts.
- d. Oversee the formation of the traveling teams and the participation of players.

- e. Appoint assistants, as needed, to ensure the growth and prosperity of the Traveling Baseball division.
- f. Be the liaison for SPPAA Board at Traveling Booster Club meetings.
- g. Be the liaison for SPPAA Board at governing association meetings.
- h. Ensure all fields are properly equipped prior to the first practice or game.

**The Director of Softball shall:**

- a. Be responsible for the organization of all Softball leagues.
- b. Be responsible for the recruitment, review and recommendations of coaches and assistants to the St. Paul Park Athletic Association.
- c. Enforce all the rules and regulations of the division.
- d. Oversee the formation of teams and the participation of players.
- e. Appoint assistants, as needed, to ensure the growth and prosperity of the Softball division.
- f. Organize and run traveling team tryouts.
- g. Be the liaison for SPPAA Board at Traveling Booster Club meetings.
- h. Be the liaison for SPPAA Board at governing association meetings.
- i. Ensure all fields are properly equipped prior to the first practice or game.

**The Director of Soccer shall:**

- a. Be responsible for the organization of all Soccer leagues.
- b. Be responsible for the recruitment, review, and recommendation of coaches and assistants to the St. Paul Park Athletic Association.
- c. Enforce all the rules and regulations of the division.
- d. Oversee the formation of teams and the participation of players.
- e. Appoint assistants, as needed, to ensure the growth and prosperity of the Soccer division.
- f. Organize and run traveling team tryouts.
- g. Be the liaison for the SPPAA Board at the Traveling Booster club meetings.
- h. Be the liaison for the SPPAA at governing association meetings.
- i. Ensure all fields are properly equipped prior to the first practice or game.

**Equipment Director shall:**

- a. Be responsible for maintenance of all equipment and uniforms.
- b. Handle all bids and budgets for the Board's approval.
- c. Coordinate purchases with director's for Board approval.
- d. Maintain equipment and uniform storage areas.
- e. Ensure the Director's have access to the necessary equipment for their respective fields prior and during the sports season.

**Field Director shall:**

- a. Periodically check on the conditions of the fields used inside the City of St Paul Park and report any difficulties or problems to the park foreman.
- b. Be responsible for the conditions and placement of all portable bathroom facilities at the fields.

- c. Be responsible for scheduling practices and games on all St. Paul Park fields.
- d. Be responsible for scheduling batting practices and maintaining batting cages.
- e. Be responsible for reserving all School District Fields within City of St. Paul Park limits.
- f. Be responsible for the coordination and/or assignment of a liaison to the Junior Wolfpack Football Program.
- g. Act as Football Director in the event that a Football Program be re-established. Those responsibilities shall include the following:
  - 1. Be responsible for the organization of all football leagues.
  - 2. Be responsible for the recruitment, review and recommendation of coaches and assistants to the St. Paul Park Athletic Association.
  - 3. Enforce all the rules and regulations of the division.
  - 4. Oversee the formation of teams and the participation of players.
  - 5. Appoint assistants, as needed, to ensure the growth and prosperity of the Football division.
  - 6. Be the liaison for SPPAA Board at governing association meetings.
  - 7. Ensure all fields are properly equipped prior to the first practice or game.

**The Treasurer shall:**

- a. Keep records, books and documents pertinent to the financial transactions of the St. Paul Park Athletic Association.
- b. Be responsible for handling cash flow records, handling monies for deposit, cash transactions and distributions with the main board.

**The Secretary shall:**

- a. Record the minutes of all St. Paul Park Athletic Association Board meetings and distribute these minutes within two (2) weeks after meeting. Maintain Baseball, Softball, and Soccer mailing lists & distribution of mailers, minutes etc.
- b. Keep records and documents pertinent to the St. Paul Park Athletic Association.
- c. All events must be posted to the general public prior to the event happening. All legal notices must be posted to the general public for a minimum of two (2) weeks. The posting of these events shall be in the South Washington County Bulletin.

**The Events Coordinator shall:**

- a. Oversee fundraising activities that benefit all programs run by the St. Paul Park Athletic Association and Booster Club, in coordination with the Treasurer and Directors.
- b. Actively solicit funds from private and public organizations.
- c. Plan all St. Paul Park Athletic Association board sponsored events including the coordination of volunteers.

- G. The procedure for removal of persons (Board Members, Commissioners, Coaches, Committee members etc.) from a position are:
  - a. A written motion must be made to a Board member where upon he/she shall notify the other Board members. The motion must be seconded.

- b. A quorum of the Board shall at that time appoint an ad hoc committee of at least three (3) people, and not to exceed five (5) people to investigate the charges. The Committee shall consist of a minimum of one (1) member at large and the rest may be Board Members.
  - c. At a special General Membership meeting called within fifteen (15) days of the motion, the committee shall make its report to the St. Paul Park Athletic Association Board. At this special meeting the ad hoc committee will report to the Board members and the General Membership.  
If there is cause for removal, the President shall call for a vote at that time.
  - d. For removal of a Coach, Assistant or Committee member, a two-thirds majority vote of the voting membership of the Board is required.
  - e. Only voting members of the St. Paul Park Athletic Association Board are allowed to vote at this special meeting.
- H. Additions or modifications of the annual budget must be approved by the St. Paul Park Athletic Association Board and approved by the majority of the General membership at the next board meeting.
- I. Only SPPAA Board Members are allowed to vote on additions, modifications, or abolishment of SPPAA programs. A two-thirds majority vote is needed for the motion to pass.
- J. The most senior non-director board member shall perform all the duties of the President in the absence of the President.

## **ARTICLE VI - MEETINGS**

- A. Robert's Rules of Order shall govern the proceedings of all meetings, except where there is a direct conflict with the Articles or By-Laws of the Board of the St Paul Park Athletic Association.
- B. General Membership Meetings. Six (6) voting members shall constitute a quorum with no less than five (5) elected Board members present.
- C. Board Meetings. A special board meeting may be called by the President or any two elected Board Members at any time when ample notice is given to all Board members.

## **ARTICLE VII – POLICIES**

- A. This division recognizes goals, objectives, rules and regulations of youth Baseball/Softball/Soccer as stated in the MN State High School Baseball/Amateur Softball Association/MYSA Rules for Soccer Rulebook. It is a policy of this board to register some teams in leagues that play under the guidelines of this rulebook, always keeping in mind that the St. Paul Park Athletic Association policies, rules and

regulations supersede this rulebook. This Board shall provide youth Baseball, Softball, Football and Soccer programs that provide the opportunity for all youth to compete and develop at their respective age levels.

- B. All participants of the programs offered by this Board shall be fully and properly registered prior to participating and the parents or guardians of each participant, shall be informed as to their responsibilities to support the programs and events offered and sponsored by this board
- C. This Board shall establish and publish playing rules for each programs level. Such rules shall be in agreement with ASA and National Federation High School rules.
- D. The Directors of each league shall recommend coaches who adhere to our Baseball, Softball, Football, and Soccer Coaches Code of Ethics:
  - a. I will treat each individual (player, opposing coach, official and sport administrator) with respect and dignity.
  - b. I will do my best to learn the fundamental skills, teaching techniques and strategies of my sport.
  - c. I will become familiar with the rules of my sport.
  - d. I will become familiar with the objectives of the St. Paul Park Athletic Association.
  - e. I will uphold the authority of the officials who are assigned to the contest in which I coach and I will assist them in every way to conduct fair and impartial contests.
  - f. I will learn the strengths and weaknesses of my players in order that I might place them into situations where they have maximum opportunities to achieve success.
  - g. I will conduct my practices and games so that players, regardless of ability, have an opportunity to improve their skill level through active participation.
  - h. I will communicate to my players their rights and responsibilities.
  - i. I will cooperate with the Director of my sport in the enforcement of rules and regulations and I will report any irregularities that violate sound competitive practices.
  - j. I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than the vicarious interest of adults.
  - k. I allow St. Paul Park Athletic Association to do a confidential background check.
- E. This board shall establish guidelines for playing time at all in-house levels.
- F. The Director of each league shall establish a procedure with the appropriate rules and regulations, which shall define the method used to select and/or form teams for the different playing levels and programs offered by this Board.
- G. This Board recognizes league playoffs and shall develop the procedures and rules governing such playoffs.

- H. This Board shall establish player equipment requirements; also care and return of said equipment.
- I. This Board shall charge extra fees for various specialty leagues (i.e. to cover charter fees, league patches, umpires and specialized equipment) in addition to the registration fee.
- J. This Board shall establish yearly program fees. A family discount shall be offered to families with three (3) or more children registering for that same sport season. This discount will apply to the third and each subsequent child(ren), and shall be half off the lowest registration amount for the third and subsequent child(ren). This only applies to the in-house portion of traveling fees.
- K. This Board recognizes and promotes the sponsorship of program activities and functions by the businesses and associations from St. Paul Park and the surrounding area.
- L. This Board recognizes the use of fundraisers as a way to reduce the overall registration fees.
- M. This Board recognizes invitational tournaments as one means of promoting our St. Paul Park Athletic Association programs and for providing external competition for our teams. This Board shall establish procedures, rules and regulations governing the participation of teams.
- N. This Board recognizes the need of a Protest committee to solve grievances arising from Baseball, Softball, Football, and Soccer games and therefore shall establish procedures and regulations to the formation of said committee as per rules and By-laws and/or any leagues that we participate with. This Committee shall consist of three (3) members. The Committee shall have a minimum one (1) member at large and the rest may be Board members.
- O. Participation by any resident of the City of St Paul Park shall not be denied to any individual who through economic hardship is unable to pay the required registration fee. All hardship requests will be forwarded to the St Paul Park Athletic Association for case review (see any board member for the appropriate form). The following guidelines will be in place to help the Board determine the amount to award each hardship request. Each sport will be allowed to grant 5% of that sports registration fees collected from the previous year. A family may be eligible up to 50% of its request the first time. A family will be allowed one hardship per child, per calendar year, and the in-house portion of traveling registration are exempt from hardship requests. After the third request, a family may not be eligible for a hardship request unless they appear before the Board and make a verbal presentation. The Director shall notify the family of the Board's decision and their future eligibility.
- P. All parents/guardians shall read, understand and sign the Parents Code of Ethics at the time of registration:
  - a. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth

sports events.

- b. I will place the emotional and physical well being of my child and other children ahead of any personal desire to win.
  - c. I will insist that my child play in a safe and healthy environment.
  - d. I will provide support for coaches and officials working with my child to promote a positive, enjoyable experience for all.
  - e. I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all youth sports events.
  - f. I will remember that the game is for children and not for adults.
  - g. I will do my very best to make youth sports fun for my child.
  - h. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
  - I. I promise to refrain from criticism of coaches or coaching decisions. (Use private meetings for a more constructive discussion.)
  - j. I promise to refrain from criticism of the officiating. (Allow coaches to discuss rules and calls without interference.)
  - k. I hereby pledge to comply with the above Parents Code of Ethics and that I will also assume responsibility for any family members or invited guests.
  - l. I recognize that failure to comply with the above code of ethics may result in removal from league facilities.
- Q. SPPAA Board recognizes the time and commitment of its elected Board members. In appreciation and in lieu of cash, the Board members may have one of their children register free for the calendar year. Only the in-house portion of traveling fees will be free.

## **ARTICLE VIII - TRAVEL LEAGUES**

### A. Eligibility -

1. Any player eligible to play for St. Paul Park Athletic Association may try-out for travel teams as long as they meet the requirements by the governing league.

### B. Commitments-

1. All players and parents must sign a St. Paul Park Athletic Association commitment form (See appendix A), which outlines how the team will be operated.

### C. Booster Clubs -

1. All parents of travel players are strongly encouraged to be active members of and participate with said Booster Club.
2. Booster clubs shall be formed by parents of the respective programs. (i.e. Baseball, Softball, Football and Soccer.) Their sole responsibility is to fund-raise, promote, and support the travel teams in any way possible.
3. Booster Clubs will not be involved in management of the teams.
4. All Booster Clubs formed for traveling purposes will operate under the guidance of St. Paul Park Athletic Association regulations and practices.
5. Application for coaches at the traveling level must be submitted and approved by the St. Paul Park Athletic Association Board. The interested coaches must be interviewed by a committee prior to recommendation to the board. The

committee shall comprise of three board members, one of which shall be the Director of Baseball.

6. All Booster clubs are dissolved at the finish of each season and shall leave seed money for the following year.

#### **ARTICLE IX-BY-LAW AMENDMENTS**

- A. For this constitution or any section thereof to be amended or repealed, the following stipulations must be met as of January 1 of the concurrent year.
  - a. Ratification should occur only at the December Board and General Membership meeting.
  - b. Changes must be recommended to the General Membership by a committee appointed by the Director or by a motion in writing at a General membership meeting.
  - c. Changes must have two readings and two votes at a regularly scheduled monthly General Membership meeting prior to ratification in December.
  - d. Notice of changes shall be published at least five days prior to the December meeting. Person may receive copies of the changes by contacting a Board Member.
  - e. A two-thirds majority vote of the members present will be requires to ratify an amendment. Voting eligibility is determined under ARTICLE III of the St. Paul Park Youth league By-laws. Voting will be held by closed written ballot.
  - f. Any changes must conform to the by-laws, policies and items a-f of Article VIII.

A copy of these By-Laws shall be made available at registration for each participant.