

Park-Rock Football League Bylaws and Rules

March 29, 2019

PARK-ROCK BYLAWS

Article I - Organization

The name of this association shall be PARK-ROCK FOOTBALL LEAGUE, hereinafter designated as PARK-ROCK.

Article II - Mission

Our mission as a league is to develop players for our respective high school football programs. Our responsibility as a league is to ensure the safety and well-being of the players on the field. In the formation of these rules, and in the settlement of any disputes, these must remain our primary considerations. Winning is great, but secondary.

Article III - Members

Membership in PARK-ROCK shall consist of football clubs operating a feeder program for a local high school football program. The member organizations shall be the junior football clubs of the following high schools:

- Eureka
- Fox
- Lafayette
- Marquette
- Oakville
- Parkway Central
- Parkway North
- Parkway West
- Pattonville
- Rittenour
- Rockwood Summit

A member organization includes all individual board members, coaches, business managers, parent volunteers, and family members and friends who attend PARK-ROCK events. Individual teams from a member organization cannot have membership in multiple associations. Additional member clubs may be admitted by a majority vote of all current member clubs in good standing at any time.

Conferences

Two conferences will be established based on geography. Conference constitution will be reevaluated each year for good orders sake and possibly in light of new members.

New Members

It is recognized to be best for PARK-ROCK to have an even number of teams for scheduling purposes. From time to time, outside organizations may petition PARK-ROCK for League membership. Such organizations must be sponsored by a current member and follow an application process as described below. No more than two organizations should be admitted to PARK-ROCK in any one year. New members will be on a 2-year probation for behavior. New members cannot vote during probation period.

Application Process: Prospective candidates should submit in writing a request to join PARK-ROCK which should include the following:

- Governance Details: PARK-ROCK places value on a well-run organization. Oftentimes this is evidenced by published by-laws and corresponding organizational structure including the depth of participation in an organization's board
- History of enrollment for prior 5-year period with breakout by grade. PARK-ROCK places value on organizations that include participation down to the fifth-grade level
- Agreement to abide by all PARK-ROCK by-laws including but not limited to player eligibility requirements. This is non-negotiable
- Reason both for leaving current league and interest in PARK-ROCK

Article IV - Articles of Governance

Section 1 – Compliance with Bylaws and Administrative Rules

All members of PARK-ROCK shall agree to abide by all bylaws and administrative rules as set forth by PARK-ROCK. Any diversion from these rules without written consent from an officer of the PARK-ROCK Board will be deemed a violation.

If a member is in violation, that member, or their representative may be subject to disciplinary action, including suspension or expulsion, by a majority vote of the PARK-ROCK Board. In this case, a written notification for a hearing will be sent out with a minimum of 2 weeks' notice. All relevant information will be presented and discussed at the hearing, and a motion for disciplinary action will be made and voted upon.

Section 2 – Compliance with Game Rules

All members of PARK-ROCK shall agree to abide by all game rules set forth by MSHAA and PARK-ROCK. Any diversion from these rules without written consent from an officer of the PARK-ROCK Board will be deemed a violation.

Section 3 - Member Autonomy

All player registrations, fees, fundraisers, non-league events, and any other member-specific business are individual decisions made by each member but should follow these guidelines:

- a. They should be in line with the league mission.
- b. No actions taken by one member shall have a direct negative impact on another member.

Section 4 - Withdrawal from PARK-ROCK

If a member wants to withdraw from PARK-ROCK, then that association agrees to notify the PARK-ROCK Board before January 1st of the upcoming season year. Failure to provide this notice will leave this member in poor standing with PARK-ROCK and will negatively affect references and possible re-admittance to PARK-ROCK in the future if so desired.

Article V - Management

Section 1 - The PARK-ROCK Board

The property and affairs of PARK-ROCK shall be managed by an executive board, herein referred to as the PARK-ROCK Board. The PARK-ROCK Board will be comprised of officers and a coordinator from each member organization.

The officers of the PARK-ROCK Board shall consist of a President, a Vice-President and a Secretary. If deemed prudent, a position of Treasurer may be created.

Officers shall be elected by a majority vote of the coordinators and not appointed by a departing officer. Each member organization shall appoint their representatives for the PARK-ROCK board. Each coordinator must be at all times in good standing with their individual member organization.

Each member organization may freely replace their coordinator or send an alternate, however, it is recommended that a coordinator serve at least a one-season term and attend all meetings if at all possible. In case an alternate must attend, it is recommended that he or she be given minutes from previous meetings so as not to slow progress by rehashing old business.

Any PARK-ROCK member that misses three consecutive board meetings will relinquish its right to vote in the next two regularly scheduled meetings. A member will not be deemed absent if he/she has sent a delegate to the meeting in their stead.

From time to time, the PARK-ROCK Board may vote to add additional board members that are not representatives from a member organization. This would typically represent an individual who brings a wealth of experience in youth football in St Louis and a strong familiarity with PARK-ROCK. This person can also serve as a tie-breaking vote as necessary given the typically even number of members. This requires a majority vote of the PARK-ROCK Board.

Section 2 - Committees

The PARK-ROCK Board may appoint any committees that are necessary for the conduct of the business of PARK-ROCK, except for taking disciplinary action. Disciplinary actions must be voted on by a quorum of the PARK-ROCK Board.

Section 3 - Member Organization Boards

Each member organization must have their own board, with their own officers who are responsible to run member organization business. A list of these officers and their contact info shall be provided to the PARK-ROCK board, though a disciplinary committee can be charged with gathering the facts to be voted on.

Section 4 - Officers

The President or Vice-President of PARK-ROCK shall preside at all PARK-ROCK meetings.

The President shall, with the Secretary, sign all contracts and agreements on behalf of PARK-ROCK and shall exercise the usual functions pertaining to their office.

Officers do not vote unless they are also acting as coordinators for a member organization.

No member organization may hold more than one officer's position on the board at a time.

The Vice-President shall have the power and perform the duties of the President in the latter's absence. If both the President and Vice-President are not able to attend, then the Secretary can perform the duties of President.

The Secretary shall keep the minutes and records. The secretary shall perform the usual duties pertaining to that office. In the absence of a treasurer the secretary shall also perform those duties.

Section 5 - Conducting Meetings

All meetings of the PARK-ROCK board shall be conducted using a casual form of Robert's Rules of Order or Parliamentary Procedure. This is to ensure that all business is conducted in a fashion that allows all members to have equal input, that all decisions are voted upon rather than assumed, and that all decisions (votes) are recorded. An outline of these procedures is presented in the appendix at the end of this document. A quorum of 6 member organizations must be present to conduct business. Each member will have one vote.

Section 6 - Conducting PARK-ROCK Business via Email

Any board member wishing to make a motion may do so by sending an email to the President of the Park-Rock Board. This motion may not include actions which require a special meeting, such as disciplinary actions against a member of the Park-Rock board or a Park-Rock program. This does not extend to disciplinary actions taken against coaches, where an appeal may or may not be filed.

The President will submit the motion to the board along with a term for discussion and a proposed date for a vote, and the method of voting.

The period for discussion will depend on the motion, considering it may require the coordinator to discuss with their respective board. The minimum discussion period would be approximately 2 days, if time allows. If a vote needs to be taken sooner, the President will obtain an acknowledgement of receipt of the motion from each program. This could be in the form of a read-receipt email message or a phone call.

All discussion should take place via email by replying to all. All those copied on the email message (those who attend board meetings) may participate in the discussion; however there is still only one vote per program. Of course, this discussion should be courteous and respectful.

The motion can be amended by the maker of the motion, based on the discussion, before the vote, for the purpose of allowing it to pass.

After the discussion period has ended or all discussion appears to be complete, the President or a designee will send an email that the voting period is open, and all programs will be given approximately 24 hours to cast their vote, again if time allows. A vote by any board member copied on the email message will count as the vote for that program unless it is changed within the voting period.

In most cases, the vote can be public, in which case the vote can be cast via a reply all email message. In some cases, it may be prudent for a vote to be private, i.e. the election of a board officer, in which case the vote can be cast via a reply to the President only.

If a board member cannot cast a vote during the voting period, an alternate person from their program may cast the vote as long as they identify themselves and for whom they are casting the vote. They, or the coordinator for whom they are voting, should be cognoscente of the entire discussion.

If a majority vote cannot be reached, for or against, because not all programs have voted, the President will contact those programs directly to obtain their vote. This may cause the results to be delayed and should be rare.

After the voting period ends, the President or a designee will inform the board of the results and the Secretary will record the vote.

Section 6 - Changing Bylaws

These bylaws can be amended by a majority vote of the PARK-ROCK board. A list of amendments and the effective dates should be kept as an appendix to this document so that a history is kept.

PARK-ROCK ADMINISTRATIVE RULES

Article I - Player Eligibility

Section 1 - Eligibility

PARK-ROCK member organizations may only have players on their roster that either will attend their appropriate high school or would attend if they did not go to a private school. This does not apply to the 5th grade.

Teams will be grouped by grade with the following age requirements, extrapolated from the MSHSAA rules:

- 5th Grade – On July 1, player must be age 11 or younger.
- 6th Grade – On July 1, player must be age 12 or younger.
- 7th Grade – On July 1, player must be age 13 or younger.
- 8th Grade – On July 1, player must be age 14 or younger.

PARK-ROCK member organizations agree to consider our league's mission of player development and responsibility for safety regarding older and/or larger players. It may be best for these players to have better competition at the next grade level, the same way the high school promotes freshman players to JV and plays underclassmen on the varsity. Having said that players will not be forced to play up if they meet the age requirement.

Section 2 - Exceptions

There are no exceptions allowed without a vote by the PARK-ROCK Board. If an exception is desired, it is recommended that the board is presented with some form of proof that the player in question will indeed attend the high school associated with the junior program for which they wish to play. Exceptions may also be granted by the PARK-ROCK Board for players to play on team below their age requirement in certain situations.

Section 3 - Verification

Each coordinator will submit a roster to PARK-ROCK before the first game of the regular season and any changes to that roster must be submitted before a game in which a new player will participate. The roster should include, at a minimum, the first and last name of each player, their jersey number, and the school they attend. All rosters will be made available to all coordinators and may be posted on the league website.

Section 4 - Enforcement

Emphasis has been put on enforcement rather than verification based on convenience and with the understanding that the truth always comes out. The use of ineligible players will be taken very seriously by the PARK-ROCK Board.

If a team is found to be using an ineligible player, the head coach of that team will be automatically suspended for 2 games, and a hearing will be held to determine if a longer suspension or expulsion is warranted.

Ineligible players are automatically expelled from participation in any PARK-ROCK event for the remainder of the current season.

The member organization will be subject to investigation and possible disciplinary actions, including expulsion, if the board finds there is just cause.

Games in which an ineligible player participated will be forfeited.

Due process will be followed and all available evidence will be reviewed.

In particular, any team that is found to have utilized an ineligible player will be disqualified from the Playoff that includes teams in the top four of the final standings. The standings will be calculated without that team, so that there are still a final four teams.

Article II - Cutting Players

Teams may not cut players from their rosters based on the players' abilities for the purpose of strengthening their team.

Article III - Coordinator On Duty

The home team's coordinator, or an appointed alternate, will be on-site during all home games, and will identify themselves to the referees. That coordinator is PARK-ROCK's representative and has the final say regarding rule interpretations for that day. The referees will follow the decision of the coordinator in charge.

Article IV - Scouting

Scouting or recording opponent's practices is prohibited. Scouting or recording games is permitted.

Article V - Start Date, Rainouts, and Off-Season Meetings and Practices

Practice start date will be determined by the board based on several factors, including: school start dates, MSHSAA start date and input from board members. The start date for each season must be agreed to by a majority of the area coordinators.

There is no scheduled rainout date. Coordinators should work together to make up games that are missed due to weather.

Teams are allowed to hold two weeks (10 days) of summer football camps not exceeding 2 hours per day with pads and/or helmets. An unlimited number of optional team meetings, get-togethers, practices, and touch or flag games in the off-season are permitted provided they are not in pads or helmets.

A player cannot participate in full pads until 3-practices have been achieved.

Article VI - Inter-Member Organization Communication

All communication between member players, parents and coaches should go through the area coordinators.

Article VII - Playoffs and Bowl Games

The top four teams at each age level will participate in a playoff format of 1 vs 4 and 2 vs 3 with the winners playing the next week for a championship game. Beyond that, Bowl Games will be played wherein team 5 will play team 6, 7 vs 8 and so on for the remaining teams. The top four will consist of the conference winners and the next two teams based on tie-breaker formula. From time to time, teams may have reason to not participate in end of year Bowl Game. It is recognized that this leaves another team without a matchup. Therefore, opting out of Bowl Games will only be possible when two teams wish to opt out at the same grade level.

Article VII - Coaches' Code of Conduct

All head coaches are expected to sign and abide by the Park Rock Coaches' Code of Conduct. Failure to do so or failure to abide by this code may result in disciplinary action.

Article IX – Maximum Playing Time Per Week

Any individual player may not play in more than 8 quarters in game play in a week during the regular season, including games played for other organizations. This individual must be willing, capable, and the coaches must receive direct permission from the parents.

PARK-ROCK GAME RULES

MSHSAA Freshman Football Rules will be used for all games, unless otherwise noted below. All questions and disagreements about game rules are resolved by the home team coordinator, who is expected to represent the consensus of the Park-Rock Board.

1. All games will use 8 minute quarters.
2. Successfully completed kicked extra point conversions are worth 2 points, and all others are worth 1 point.
3. There will be 4 referees scheduled for all games and the referees should arrive 15 minutes prior to scheduled game times. A referee's pay may be docked by the home team member organization by 25% per game for any portion of a quarter that is missed in a game due to late arrival.
4. Game fields must be clearly lined, have yard markers, end zone markers, and goal post pads.
5. Sidelines from the 25 to 25 yard lines must be restricted to coaches and team officials only. All coaches must wear an official coach's shirt issued to them by their member organization. Other team officials should be identified to the referees before the start of the game. Varsity players in their jerseys are allowed to help coach. Failure to observe this rule will result in a sideline warning followed by a 15 yard penalty for subsequent infractions.
6. Game ball sizes are as follows: 5th Grade – Pee Wee, 6th Grade – Junior, 7th Grade - Junior or Youth, 8th Grade – Youth. Failure to comply will result in a 15 yard penalty and potential disciplinary action.
7. Positions are not restricted to certain jersey numbers to be an eligible receiver.

8. Mercy rule - if at any time during the 2nd half the margin becomes greater than 30 points, the referee will call head coaches to meet at midfield to discuss remainder of game. The losing coach has these options:
 - a. Decline any mercy and play the remainder of the game normally.
 - b. Ask winning coach to remove impact players from the game, or not.
 - c. Use running clock, or not. May change to running clock later by informing ref.

If mercy is accepted, there are no kickoffs. The ball is placed on the receiving teams 40 yard line.

9. If a game ends in a tie, each team will be given one chance to advance the ball from the 25 yard line going toward the end zone, using high school tie-breaker rules. If both teams score the same number of points, the game will end in a tie.
10. Any player or coach ejected from a game will be automatically suspended from their team's next scheduled game. The player may attend the game, but will not be allowed to dress out. The coach may attend, but will not be allowed on the sideline. Any player ejected from a game shall be reported to the head coach by the referee, and any ejected player or

coach shall not remain on the sidelines for the remainder of the game. Any player or coach ejected should be reported to the home team coordinator by the referees, and subsequently to the Park-Rock Board by that coordinator. A failure to properly report the ejection does not nullify the suspension for the next game. If an ejection occurs in the first half of the game, the suspension will be for the balance of the current game and the first half of the next game. If the ejection occurs in the second half of a game, the suspension will be for the entire next game.

CERTIFICATION

Each member, by their signature, certifies that they have read, and have a full understanding of the contents of this document, including bylaws, administrative rules, and game rules for PARK-ROCK. Furthermore, they acknowledge that they are in agreement with, and will abide by the bylaws and rules herein, and will convey this information to all members of their individual organizations with the same expectation of compliance.

		Jr. Wildcats	
Signature	Printed Name	Organization	Date
		Jr. Lancers	
Signature	Printed Name	Organization	Date
		Jr. Mustangs	
Signature	Printed Name	Organization	Date
		Jr. Colts	
Signature	Printed Name	Organization	Date
		Jr. Vikings	
Signature	Printed Name	Organization	Date
		Jr. Longhorns	
Signature	Printed Name	Organization	Date
		Jr. Pirates	
Signature	Printed Name	Organization	Date
		Jr. Falcons	
Signature	Printed Name	Organization	Date

Appendix 1 - Informal Parliamentary Procedures

INFORMAL MEETINGS

Informal meetings are specifically designed for boards and committees whose membership is under 12. They are called "informal" because the rules are less formal than rules for larger bodies. The person presiding is usually seated and can make motions, discuss motions, and vote on motions. The members do not have to rise to address the chair, and members can often discuss ideas before they make a motion. However, even though an informal meeting has a more relaxed approach, members should still follow an agenda and limit discussion to the subject of the meeting. If these techniques are not practiced, time is wasted and things do not get accomplished. The two most common types of informal meetings are board and committee meetings.

Board Meetings (Under 12 Members)

In board meetings, business is conducted largely the same way as in other deliberative assembly meetings. All boards must transact business in a properly called meeting. For example, members must be notified of the meeting in advance, and a quorum must be present. The secretary keeps the minutes of the board meeting. The minutes are accessible only to members of the board, unless the board votes to release them to the general membership or two-thirds of the general membership votes to have them released and read to all members. At board meetings, the executive committee (if one exists) should report to the board what it has been doing since the last board meeting.

The formality of the rules in board meetings is determined by the size of the board. *Robert's Rules of Order* sets the dividing line between large and small boards as 12 members. Large boards operate under the same rules as other deliberative assemblies. Small boards can use more relaxed procedures, which differ from the procedures of large boards in several respects. In meetings of small boards:

- Members do not have to stand up and obtain the floor before speaking. They can speak while seated.
- Motions do not need to be seconded.
- Members can speak any number of times, and there is usually no motion to close debate.
- Members can discuss a subject while no motion is pending.
- When all the members know what they are voting on, having a formal motion before voting is not necessary. (However, for the sake of having a clear record in the minutes of the issue being voted on, putting the discussion in the form of a formal motion before taking a vote is always best. By doing so, there is no question about what everyone is voting on.)
- Unless they agree by unanimous consent, members must vote on proposed board actions just like other assemblies. However, a vote can be taken by a show of hands, which is often more convenient than other ways of voting.
- The chairman doesn't have to stand up to put a question to a vote.
- The chairman can enter into the discussion and usually remains seated while conducting the meeting. He or she usually makes motions and votes (unless board custom dictates otherwise).

If a board meeting ever disintegrates into chaos, or a lack of order prevents business from being accomplished, a wise presiding officer returns to the formal rules of conducting a meeting and advises the members that parliamentary rules are in place. (Examples of parliamentary rules are getting recognition from the chair before speaking, making a main motion before beginning to speak, observing the formal rules of debate, and stating the question before taking the vote.)

Appendix 2 – Amendments