

# Archdiocese of San Antonio Policy and Procedural Manual



**2010-2011**

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**General Disclaimer:** The CYO office may change or modify these Policy and Procedures at any time without prior notice. The CYO office will make the final decisions regarding questions and interpretations of the Policies and Procedures manual and shall impose and enforce the penalties. The CYO office may remove or replace any volunteer or contractor in the CYO program as it sees fit.

# Introduction

The CYO Athletics oversees the CYO athletic programs for the Archdiocese of San Antonio. The athletic program offers baseball, softball, soccer, volleyball, flag football, basketball, and track to the Catholic youth of Southern Texas.

This program has been in existence since 1945 and the sports programs are offered at the parish level and it is driven by Catholic principles and Catholic identity, it's open to youth between the ages of 4 and 18 in order to invite them to share more deeply in the Catholic life of their parish through the lessons learned through sports.

The CYO programs are open to Catholic youth regardless of race, nationality, family or economic status and non-Catholics may join but will be required to share in the Catholic experience and be associated with a parish or Catholic School.

This policy and procedure manual is divided into four sections:

1. Introduction, organizational structure of the CYO program and mission statement
2. Financial procedures for the zone and parishes
3. Operational procedures for the zones and parishes and board of governors
4. Sports programming

## Organizational Structure of the CYO program

The CYO Office under the direction of the CYO Athletic Director is responsible for the CYO Athletics Program throughout the Archdiocese. The CYO Office will provide oversight and direction as needed for all Parishes and Zones, as well as coordinate City Playoffs. The CYO Athletic Director will implement and manage policies & procedures in this Manual and the rules in the CYO Sports Handbook and rules not specifically covered, which are in question. The CYO Athletic Director will also make all necessary and justified changes within the CYO Policies and Procedures as well as CYO Sports Handbook in order to protect the integrity of the program.

There are 144 parishes in the archdiocese of San Antonio. Currently, there are 57 parishes that participate in the CYO program and more parishes are being added; these will be announced.

The 57 parishes are arranged into six zones. The zones are managed by volunteers and have a slate of officers that are elected into officer positions by the zone membership which are the presidents of the parish CYO. The CYO office will be changing this to appointed positions and will announce the roll-out of this during the year.

Each zone has a president, vice-president, treasurer, secretary, athletic director, registrar, and a zone minister (these positions may vary from zone to zone); their purpose is to manage the scheduling of the games, sites and the umpires for their parishes and also to foster growth of the program within their zone. The zone's finances are managed directly by the CYO office. The revenue of the zones is a commitment fee charged to the parish which covers the cost of managing the games. The zones will no longer have a constitution and meetings are conducted following the Robert's Rule of Order.

The 57 parishes also have a CYO board that consists of a president, vice-president, secretary, registrar,

athletic director and a parish minister. The CYO parish is managed by volunteers and these people elect the officers into the stated positions mentioned above. The CYO office is in the process of changing this to appointed positions by the pastor; a roll-out date will be announced. Each parish manages their finances and the CYO office oversees this process. Each parish charges a registration fee to the youth for joining one of the authorized sports. The parish arranges a team, selects a coach and submits a roster to the CYO office which allows the team to play in the CYO sports program. The parishes CYO will no longer have a constitution and the meetings will be conducted using Robert's Rules of Order. The parish may also hold fundraisers, run concession stands and charge gate fees to help support their sports programs (see Parish Level Financial Procedures)

The current zones and parishes are listed below: (see Exhibit for more details)

Zone I: Resurrection of the Lord, St. Anthony Mary Claret, St. Dominic, St. Gabriel, St. John Berchman, St. Rosa of Lima, and St. Vincent De Paul

Zone II: Blessed Sacrament, Holy Spirit, Mount Sacred Hear, OLF/St. Anthony, Our Lady of Perpetual Help, St. Helena, St. John Evangelist, St. Mark, St. Peter Prince of the Apostles, St. Pius X, St. Thomas More, St. Peter and Paul, St. Monica, Our Lady of Sorrow

Zone III: Annunciation, Holy Name, St. Ann La Vernia, St. Benedict, St. Jerome, St. Margaret Mary, El Carmen

Zone IV: St. Cecilia, St. Bonaventure, St. James, St. Joseph, St. Leo, St. Leonard, St. Philip of Jesus.

Zone V: Holy Family, Little Flower, Sacred Heart, St. Alphonsus, St. Ann, St. John Bosco, St. Paul, San Juan De Los Lagos, San Martin de Porres

Zone VI: Our Lady of Guadalupe, Prince of Peace, St. Brigid, St. Elizabeth Ann Seton, St. Francis, St. Gregory, St. Luke, St. Mary Magdalen, St. Matthew, St. Peter (Boerne), St. George Maronite, Our Lady of Atonement, Faith Out Reach

The CYO Office which consists of an Executive Director, the CYO Director and administrative personnel oversees the operation of the CYO program. The zone's finances are directly handled by this office, all forms, and rosters are submitted to this office. This office approves all non-church site contracts, all vendor contracts, and processes the criminal background checks; in addition oversees all grievances and concerns and adjudicates them. The CYO office also reviews all of the rosters and schedules, approves appointment of coaches, conducts mandatory coach's training, and is responsible for the City Play-off.

The CYO office may contract with entities to work as Zone Coordinators (such as consultant, facilitators. Etc...) on an "as needed" basis to assist the zone boards. The fees needed for these services will be included within the Zone Commitment Fees.

The CYO office appoints the Sports Commissioners for each sport and the term is for one year, the CYO director may extend this period.

The CYO Office appoints the Executive Council which serves as the CYO director's advisors.

Executive Council – Zone Presidents and City Sports Commissioners.

- a. The Chairman is appointed by the CYO Athletic Director for a term of one year.
- b. The Zone Presidents are elected by each of the zones and zones are established by the CYO Sports Director. Zone Presidents may be represented at the Executive Council meeting by another officer from their respective zone.
- c. The City Sports Commissioners are appointed by the CYO Athletic Director for three-year terms. The CYO Athletic Director will accept nominees from the Executive Council prior to the appointments.
- d. The Executive Council will meet as needed to discuss important issues, as well as to conduct

- necessary hearings. Eight members of the Executive Council must be present at a meeting to constitute a quorum.
- e. The Executive Council will serve as the Board of Appeals. The decisions of the Board of Appeals are final. A minimum of four eligible members will render a decision and board member that has ties to the appeal will not sit as a voting member.
  - f. The Executive Council shall rule on all special exceptions pertaining to the CYO General Rules and Policies. The procedures for presenting a special exceptions are:
    - i. a request in writing directed to the CYO Athletic Director must be submitted to the CYO Office seven (7) days prior to the Executive Council meeting;
    - ii. the request must be presented to the presidents of the parishes involved (if any) before being submitted to the CYO Office; it must be presented to each Zone President (or Zone Executive Board) that is involved in the request (if any). All this should be in writing and signatures should be obtained if possible. After this has been accomplished, the appeal will be presented to the Executive Council and all persons involved should be present

The CYO Athletics' office is located at 2718 W. Woodlawn Ave., San Antonio, TX 78228. Their phone number is 210-734-2620

The Board of Governor's oversees and manages CYO Athletics.

# CYO Athletics Mission

As an outreach program of the Archdiocese of San Antonio, volunteers effectively should serve as youth ministers, but within an athletic context. The mission of the CYO Athletics is a set of two equally emphasized missions, with the first leading to the second. The current CYO Athletics wishes to use the sports/recreation facet of the activities as an attraction to the deeper issues of life. The CYO Athletics, therefore, encourages participants, youth and adults, to participate more enthusiastically in the life of their faith community in its wide diversity of ministries.

All participants are encouraged to seek more deeply their own responses to the pressing human needs of the day and express their love of neighbor in more explicit ways, e.g., volunteering for service organizations, various drives (blood, library, recycling), mentoring programs, becoming more active in their own faith community.

Therefore, the mission of the CYO Athletics is:

*To offer to all youth sports and recreation programs emphasizing friendly competition through good sportsmanship modeled by adult participants.*

*To invite all participants, Catholic and otherwise, youth and adults, to share in the life of their faith community.*

## **The mission of the CYO athletic program is as follows:**

To offer to Catholic youth sports and recreation programs emphasizing friendly competition through good sportsmanship modeled by adult participation and it is parish centered.

To invite all Catholic participants, youth and adults, to share in the life of their faith of their parish through their CYO program and become involved in their parish by attendance, religious education and formation programs.

To establish a working relationship between the parish pastors, the parish and the parish CYO team, its coaches, parents and team members.

To encourage ethical and moral behavior through the sports activities for the children, parents, coaches and fans as described below:

- No cheating, the tolerating of cheating by others.
- No alcohol or drunkenness, or any controlled/illegal substance, or using tobacco products during CYO activities.
- No arguing, name calling, foul language, personal attacks or fighting during CYO activities.
- An opening and closing prayer by all CYO participants during the CYO activity.
- To encourage fair play and sportsmanship
- To give all participants the opportunity to play in their sports program; CYO players shall participate as fully as time and circumstances allow.

I. **Financial Procedures for the CYO program** - The financial management of the CYO program is administered from the CYO Athletics office located at 2718 W. Woodlawn Ave, San Antonio, TX 78228. The phone is 210-734-2620. The CYO office uses Logos Accounting system and all of the financial information that is gathered, i.e. check requests and revenue are recorded at this office using this system. The CYO accounting office uses GAAP accounting principals and controls, and will issue financial statements at least monthly to the zones. The zone's commitment fees are deposited in the CYO checking account. All check requests for payments are forwarded to this office. All of the money that flows thru the CYO program is used only for that program and will not be used to fund other archdiocese programs. The financial records are open to public inspection from 9:00am to 4:30pm Monday thru Friday by appointment. Please call the CYO office to arrange a time.

a. **Zone**

- i. The zone is considered a financial –pass thru as it only collects money to fund the playing of the CYO sports program. (See Exhibit A for forms). All of the zone's revenue and expenses are handled by the CYO office.
- ii. The zone may not have its own Tax ID # or fictitious name other than “zone” and the zone number. The officers of the zone may not have any credit cards, debit cards or accounts in the zone's name; the zone is not a legal entity.
- iii. Each zone is required to generate a proposed budget for each sport based on the authorized revenues and expenses described in the sections below within 30 days prior to the opening day of the sports season. This will be reviewed, and approved by the CYO Athletics office and the zone officers.

b. **Zone Revenue Sources**

- i. Commitment fees - the fees charged by the zones to the parishes per team. The amount of the commitment fee per team is determined by the zone budget to cover the costs associated with operating the games during the sports season. Generally the commitment fee budget is determined by using these costs associated with organizing the games for the zone:
  1. umpires
  2. site rentals
  3. scorekeepers
  4. trophies for zone championship and parish championship
  5. supplies (as requested in the budget)
  6. CYO office registration fee.
  7. Athletic Director cell phone (as determined by the zone's needs)
  8. Zone operated sites (zone V) maintenance, utilities, and upkeep must be budgeted in the commitment fees.
- ii. The zone must submit to the CYO Athletic office at least 30 days prior to the opening day of the sports season a proposed budget showing how the commitment fee was determined and what the commitment fees are.
- iii. The zone submits to the CYO office the total commitment fees per team times the number of teams by Monday prior to the opening day along with the appropriate paperwork; all commitment fees must be paid in full. The CYO office will allow the parishes to pay after this date under special circumstances as determined by the CYO office. Please contact the CYO office within one week prior to the Monday prior to the opening date to discuss these options. If the parish does not contact the CYO office with this time period to discuss the financial options; then all commitment fees are due by the Monday prior to the opening date and a team will not be allowed to play unless the fees are paid in full. These fees can be paid by cash, check, mail order, or credit card (not available yet). This will be deposited in the

- CYO Athletics for the benefit of the zone.
- iv. Entrance fees/ spectator fees - for zone operated athletic sites and zones that have entrance fees: These fees must be turned into the CYO Athletics' office with the appropriate back-up to reconcile the money collected within 24 hours after they are collected, if this falls on a weekend then the money must be deposited by Monday. The entrance/gate fees are determined by the zone and must be submitted for approval by the CYO office.
  - v. Concession stands revenue for zone operated sites and zones responsible for concessions - All money collected must be deposited with the CYO office within 24 hours or if this falls on a weekend then the money must be deposited by Monday. All expenses must be approved by the CYO office and must be paid by the CYO office. All revenue and expenses must have the appropriate back-up paperwork (see exhibit B for Revenue packet and Expense packet).
  - vi. CYO sponsored Tournament, all-star and league fees - for zones operated sites and zones responsible for tournaments: All the revenue and fees must be deposited with the CYO office and all expenses must come thru the CYO Athletics' office. (See exhibit C for Revenue packet and expense packets). Zone, CYO or MCSP operated sites, the rental fees will be determined by the CYO Office. Please call the CYO office for a fee schedule.
- c. Zone Expenses (All contracts must be approved by the CYO office and only the Archdiocese is authorized to execute contracts on behalf of the CYO Athletics)
- i. Umpire/score keeper expenses - The CYO Athletics will contract with the appropriate umpire/schedulers/scorekeeper vendors for all zones and parishes. The payment of these fees will be the responsibility of CYO Athletics paid from the commitment fees and an invoice will be needed from the umpire group to pay these fees and must be addressed to the CYO Athletic office. The invoice must have the date of the umpire service, time and name of the umps, scorekeepers. The zone athletic director or officer must approve the invoice before it is paid by the CYO office. A check request should be attached, signed by the zone or by the CYO office. A 1099 will be issued to the umpire group or individuals at the end of the year in compliance with the IRS code.
    1. If the umpire vendor is a contracted with CYO Athletics for umpire/scorekeeper services, this person may not hold zone officer position as this is a conflict of interest.
    2. All umpires/scorekeepers 18 of age or over must submit a criminal background check form to the CYO office and are not authorized to ump and/or score keep until they have been cleared by the Archdiocese, and submitted a W-9 The fees for these may be paid by the zone or ump group with the approval of the CYO office.
  - ii. Site rentals - All Contracts for site rentals at the zone level must be contracted by the CYO Athletics' office. All site rentals for non-owned church property must be contracted by CYO Athletics. CYO Athletics will pay the appropriate site rental fees using the commitment fees provided by the zones. All invoices for these services must be addressed to the CYO Athletic office and the Risk Management department will supply the insurance certificates.
  - iii. Trophies (if applicable): Trophies for zone champions will be paid for from the zone commitment fees and the City championship trophies will be paid by the CYO Athletics' office. Any contracts for these services must be signed and approved by CYO Athletics and all invoices must be addressed to the CYO Athletic office.
  - iv. Miscellaneous items and supplies (if applicable): Any items that are required to be supplied by the zone are paid by CYO Athletics from the commitment fees per the stated budget of the zone. Any and all bill must be addressed to the CYO Athletic office.
  - v. The CYO Athletics has a VISA credit card and SAM'S credit card for purchases, but the CYO Athletics office will make the purchases only and charge the zone accordingly.

- vi. If the zone goes over budget for the sports season, the CYO Athletics has the option to re-charge the parishes on a weighted basis to correct the shortage.
- vii. The Zone financial position at the close of the sports season should be at or close to a break even except for Zones V.
- viii. If the zone is associated with a site, i.e. Zone V the maintenance of the sites, upkeep, electrical and water will be calculated into the costs for that zone's commitment fee. All contracts for these services will be contracted by the CYO Athletics and the bill must be forward to the CYO Athletic office.
- ix. All vendors must have their contracts approved by the CYO office regardless if they sell or service at the parish or zone level. All purchases at the zone level must come thru the CYO Athletic office. The CYO is establishing an approved vendor list to assist in qualifying vendors insurance, honesty, payment and product. (In process).
- x. The CYO Athletic registration cost payable to the CYO office: the registration fees are \$12.00 per person per sport for the first sport per sports season and \$6.00 per person for the second sport per sport season. The third and subsequent sports for the same person there is no charge for registration. \$4.00 of that is the pre-registration form fee. The registration form is valid from September 1<sup>st</sup> to August 31<sup>st</sup> and the fee is due when the registration forms are picked-up at the CYO Office. This money is used to support the CYO office and staff and a \$1,000,000 accident policy on each CYO registered participant. (See the CYO office for a copy of the insurance contract) This fee may vary from year to year depending on the costs of the program. Track does not apply as a second sport.
- xi. Coaches training and registration (TBA).
- xii. Zone cell phones for the Athletic Director (if applicable): All cell phone contracts must be submitted to the CYO Athletic office for approval and signing. The CYO Athletic will determine the best price and the number of cell phone for the zone; the zone must recommend the person or person's eligible to use a telephone. These costs are paid out of the commitment fees paid to the zone and all bills must be addressed to the CYO Athletics' office.

d. Parish

- i. When a parish collects CYO registration fees, the parish CYO is responsible for reporting the cash collection and expenses to the CYO office once a month. The CYO office is recommending that all parish CYO programs use the parish bookkeeping systems thru Logos Accounting software and avoid having the CYO parish officers access to the checkbook for paying bills or depositing money.
- ii. The parish CYO may not have its own tax ID # and must be operated with the authorization of the parish pastor and all checking accounts, and savings accounts must have the parish bookkeeper and pastor as signers on the account. The CYO program must be in the name of the parish for all of its financial dealings and may not have its own identity.
- iii. The CYO office is working with the parishes to fully establish this policy as a mandatory procedure. (The date of a full- rollout will be announced). Until this policy is completely rolled out, the person/s managing the money will follow GAAP and internal controls. (The CYO office will supply these guidelines upon request). The CYO office requires financial statements showing revenue and expenses and a checking account statement at the end of the month from each parish; this must be sent to the CYO office at month end.
- iv. 30 days prior to the sports season, the parish CYO must submit a budget of revenue and expenses to the CYO office, the pastor and the parish CYO officers. This must be approved by the pastor and the parish CYO officers.

e. Parish revenue sources - The parish has these revenue sources to fund their athletic programs

- i. Registration fees: this is the fee per child to play a sport and it is collected by the CYO parish registrar and treasurer and it is overseen by the parish treasurer. The registration fee may not exceed \$75.00 per child per sport.
  - ii. PAYMENT POLICY - The participation fees are due at the time of registration and there are no payment options; the fees are to be paid in full upon registration. The parish CYO may give scholarships/grants to offset registration fees however, the CYO parish program must have sufficient money available to afford this, the scholarships/grants must be budgeted in the prior to the start of the sports season and the scholarship/grant recipients must have the permission of the parish priest.
  - iii. Full REFUND POLICY for registration fees:
    - 1. Reason for Refund
      - a. Player drops prior to Commitment night
      - b. Player drops between Commitment night and the actual league opening date
      - c. Player drops after league play begins
      - d. Team does not form
    - 2. Full Refund Amount less \$12.00 for registration fee to the CYO office if drop within prescribed time. No refund after the cut-off date.
    - 3. If a uniform is purchase and then a cancelation per #3 occurs, the uniform may be returned for a full refund however the uniform must be cleaned, pressed and returned in a “like new” condition before the money is refunded. If the uniform is soiled or not cleaned, and pressed, the parish has the option not to refund the money for the uniform to the parent.
    - 4. Parents must be informed at registration of refund policy
  - iv. Entrance fees/spectator fees: if the parish is in charge of the event the parish may charge the adults and child/children an entrance/gate fee as determined by CYO parish board. The money collected should be overseen by two people independent of each other, one person selling the tickets and one person collecting a stub; they should use a ticket system. This money should be counted and verified by 2 people along with their names and address and phone. This money should be deposited in the parish CYO bank account within 24 hours after the weekend.
  - v. Concession stands revenue and expenses: If the parish is in charge of the concession stand, all money and expenses should come thru the parish CYO account and overseen by the parish treasurer and reported to reported to the CYO office in their monthly reports. (See exhibit for procedures and forms).
  - vi. Uniform fees: the parish will charge a separate fee for uniforms up to \$60 per sport. The parents must be informed of this fee prior to registration.
  - vii. Parish fundraisers: must be approved by the pastor of the parish and must have a budget of revenue and expenses and a statement indicating what the funds are going to be used for; this must be signed by the parish priest, and a zone officer. All revenue and expenses must be accounted for thru the CYO treasurer and the parish treasurer and the sent to the CYO office as part of the monthly reporting. The parish CYO must adhere to Archdiocese accounting procedures.
- f. Parish expenses
- i. Umpire/score keeper expenses: No umpire/scorekeepers or schedules are to be paid at the parish level unless approved by the CYO office.
  - ii. Site rentals: If a parish CYO is using a parish sites, the expense must be passed thru the CYO parish treasurer. All non-church site rentals for practice and games must be contracted by the CYO office and paid thru the zone commitment fess.

- iii. Trophies: parish level trophies will be paid for from the parish CYO money.
- iv. Miscellaneous items: other items will be approved by the board and a check request will be submitted for payment thru the CYO parish treasurer. The CYO patch is included in miscellaneous expenses. These items must be within the CYO parish budget.
- v. The parish financial position at the close of the sports season should be able to cover their expenses and leave some money in the program to assist for site maintenance and scholarships.
- vi. If the parish is associated with athletic sites, the parish and zone should first schedule their games at the parish in order to assist the parish in supporting their programs.
- vii. All vendors selling products must be contracted with the CYO office and approved.
- g. Accounting of the money for the parents, parishes and zones - Any CYO participant can request a financial statement of the CYO parish, zone and CYO office by contacting the CYO Athletics, 2718 W. Woodlawn Ave, San Antonio, TX 78250 phone number is 210-734-2620 ask for CYO office.

## **II. Operational and Administrative Procedures (Parish, Zone, & board of governors)**

- a. Parish - The parish CYO programs are not using constitutions any longer. The Robert's Rules of Order will be followed in having a meeting; also the CYO parish boards are not longer able to change, add, delete and/or modify provisions in the P&P manual, and are not permitted to change, add, delete and/or modify or propose any provisions in the "Coaches Handbook." Any proposed changes in reference to the P&P handbook and/or the "Coaches Handbook" please contact the CYO Athletics' office with your request for approval.
  - i. The CYO program at the Catholic parish level is authorized by the parish priest. The pastor does this by notifying the CYO office in writing that the program is offered in the parish. This remains in effect until the pastor revokes the program but he may only do this in July of each year or must give the CYO office at least a 90 day notice in writing.
  - ii. The CYO parish sport's program is authorized to participate in the CYO program by the CYO Athletics' office. The basic requirements for the parish to participate in the CYO program are as follows
    - 1. Have one or more teams.
    - 2. Have a certified coach for each team from your parish.
    - 3. Have volunteers to staff the CYO parish board from the parish; the minimum needed are a president, Vice president, athletic director, registrar and treasurer and parish minister. (see below for position descriptions). There must be a minimum of three people to fulfill all the duties of the board positions.
- b. Parish CYO governance - The purpose of the CYO parish board is to oversee the development of the CYO program at the parish and to oversee the operation of the sports program in order to have it run efficiently and effectively. The parish priest should be an active part of the program.
  - 1. The CYO parish board duties are to run the sports program at the parish, they must have volunteers that are elected or appointed officers: president, vice president, secretary, treasurer, athletic director, registrar and parish minister (may vary from parish to parish), have at least two meetings per quarter and be sufficiently organized to be accountable to the parish, the pastor and the parents for the following: registration fees, game rosters, playing schedules, equipment, obtaining sites to have practice and games and obtain uniforms and recruit volunteers.

2. The following are the CYO sports program parameters in order to operate the CYO parish board using the Robert's Rule of Order: (please refer to Robert's Rules of Order for parliamentary procedures)
  - a. The CYO parish board shall have at least two meetings per quarter.
  - b. The meetings will be held according to Robert's Rule of Order and the CYO board will operate according to these rules.
  - c. The meeting dates shall be posted in the parish bulletin announced by the parish priest (if he is amenable) and posted at various conspicuous locations in the parish.
  - d. All parishioners, parents and volunteers are welcome at the meetings.
  - e. The CYO program shall elect or appoint the officers from the parish of the CYO program for two year periods and the office periods shall be staggered (year ending in the even number: President, treasurer and registrar and odd number: VP, athletic director, secretary and parish minister) see below: (minimum of three people)
3. The CYO office is in the process of setting up procedures to have the pastor appoint the CYO board. But this program is still in review and a roll-out date will be announced. In the meantime, the parishes will follow these procedures for appointing the CYO parish officers and coaches:
  - a. The nominated officers should be active in the parish, must be an active parishioner, should have written approval of the parish priest and must be known by the parish as an honest and ethical individual.
  - b. These persons must have a criminal background check submitted to the CYO office every three years. Must not have any theft, felony or misdemeanor cases on their records, must not be under any disciplinary action or owe the parish any outstanding money.
  - c. The nominated officers must have enough discretionary time to perform his/her duties. They are expected to return phone calls promptly (within 36 hours), be able to schedule meetings at two quarterly and must have two years background in the position they are applying for.
  - d. In the April meeting, a nominations committee must be assembled and appointed, this will consist of 4 people: 1 representative from the parish office, 2 parents, and 1 current parish zone officer. The two parents are non-officers and not involved in running the parish CYO, not a coach or an umpire or scorekeeper. These two parents are nominated by the parish priest and are active in the parish.
  - e. The one parish representatives from the parish office may be the priest, deacons, parish office bookkeeper or a volunteer in the office. These people must have some knowledge of the nominated individuals.
  - f. The nominations for these positions may come from any registered parishioners in the parish.
  - g. The Robert's Rule of Order's procedures shall be used for the election process; the CYO parish board will complete the Parish Zone Officer form and notify the CYO office of the slate of officers. The new elected officers must be in place by June first.
  - h. The voting delegates are the CYO parish board and the coaches that are in good standing and have attended at least 60% of the meetings that have been scheduled. Each delegate is entitled to one vote per motion.
  - i. The Roberts Rule of Order is used in setting the majority to pass a motion.
  - j. Installation of the officers shall be on July first.
  - k. Special meeting may be called by the president with a 48 hour notice and all officers and coaches must be notified and confirmed. The CYO office must be notified and

confirmed of the special meeting within 48 hours and the reasons why the president is calling this meeting. The meeting minutes must be submitted to the CYO office.

- l. A coach is an appointed position by the CYO parish board. The coach that is nominated must submit to a background and criminal check, must have 1 year experience in coaching or working with children (preferred) and must have the written approval of the parish priest, and a letter of recommendation from the CYO parish board. The coach may coach up to two teams per sport season. The coach must attend the “coaches training” and be certified by the CYO office and all coaches must attend training established by the CYO office (a roll-out date will be announced) for sports specific training.
  - m. During the sports year September first to August 31 the outstanding members or teams may be recognized for top boy and top girl, top young man and top young women, top coach, top team at the annual CYO Athletics’ Sports Banquet in November. The nominations for these awards shall be submitted by October and voting shall be completed by November first; the nominee shall come from the parishioners, volunteers, coaches, officers that are members of the parish. The nominations shall be posted in the Sunday Bulletin, announced by the parish priest and post in conspicuous place. The ballot shall be posted along with the nominations announcements and all completed ballots shall be mailed or delivered to a ballot box in the possession of the parish office. The parish office shall count the ballots and announce the winners. The parish office shall notify the CYO office of the winners by November 5 at the latest.
  - n. Any disciplinary actions/ complaints/concerns about the board members, coach, player, parent or volunteers as related to the CYO sports program must be submitted to the CYO office via email or writing within 10 days of the incident and they will direct the parish CYO board in the procedures to follow.
  - o. All funds for the CYO sports program should be deposited with the parish bookkeeper. Please refer to the financial procedures section.
  - p. The CYO’s agenda for the board meetings should include items such as, CYO ministry, talking to the parents and children about participation in the CYO sports, seeking volunteers, managing the games, CYO budget and CYO operations, purchasing site space, umpires, scorekeepers, trophies and supplies and coaching evaluations, approving parish fundraisers along with parish priest and review the CYO parish financials.
  - q. All CYO parish board officers must attend the training sessions offered during the year by the CYO office.
  - r. Conflict of interest policy: no relatives can hold officer positions simultaneously. No coaches from the same team can hold officer positions. Any exceptions to these must be approved by the CYO office.
- c. Parish CYO Athletic Committee (Offices and duties)
1. President - The President of the CYO parish board leads the committee in seeking children in the parish to register for the CYO sports program, promotes the CYO in the parish, communicates with the parish priest the status of their program, and assists in recruiting coaches and volunteers and is in-charge of the committee meetings. He/she has the responsibility of managing all facets of the parish CYO program, conducts the scheduled meetings, prepares the agenda for the meeting, serves as the primary liaison with the zone officials, the parish priest and the parish community, participates actively as a parish team leader, submits the required reports to the parish office and CYO office, assists in preparing the parish budget, approves the check requests prepared by the

- treasurer. The president shall not sign any checks or have access to any money of the CYO parish program unless authorized by the parish priest.
2. Vice President - The Vice President of the CYO parish: assists the president in his duties, and if the president steps down, is removed or resigns this person will assume the president's duties.
  3. Registrar - The registrar: This person registers children in the program sports and works with the president in communicating the sports to their parish, and keeps track of the registered numbers to report to the parish and CYO office. He/she is responsible for registration completion for all teams, checking birth certificates, verifying player eligibility, will complete rosters and submit all documentation to the City, zone and coaches. All registration forms are submitted to the CYO office for approval for roster and scheduling. He/she must have sufficient time to fulfill the registration procedures.
  4. Treasurer - The treasurer: This person processes the money from the registration, uniforms, and fundraisers and he/she forwards their revenue to the parish bookkeeper. This person also tracks all and expenses for the parish and submits check requests to the parish bookkeeper for payments. No treasurer can sign checks unless authorized by the parish priest, all money is held at the parish general account and check requests are made via the parish accountant. A monthly report must be sent to the CYO office of revenue and expenses per Logos Chart of Accounts along with the checking account statements. He/she produces the parish budget and coordinates the budget with the president, CYO office and athletic director to make sure the CYO program is financially solid.
  5. Athletic Director - The Athletic Director: this position arranges the practice and game sites, umpires, nominates coaches and coordinates with the zone AD for the games and umps/scorekeepers and quality of the practice and game sites and also may work as a Site Coordinator and/or assigns the site coordinators. The AD keeps an inventory of all parish athletic equipment.
  6. Site coordinator - This position stays at the assigned site and is responsible for: concerns, protest, grievances, crowd control, game starts, game ends, working with umpire on calling the game due to the weather and are present at the start and the end of the game.
  7. The Parish Minister - The parish minister works closely with the parish priest on bringing Catholic identity to the team, via retreats, CCD and meetings with the zone minister. Must submit reports monthly on progress (in progress) and must have knowledge of the P&P and the Coach's Handbook.
- d. Zone - The Zone CYO boards are not using constitutions any longer. The Robert's Rules of Order will be followed in having a meeting; also the zone CYO boards are not longer able to change, add, delete and/or modify provisions in the P&P manual, and are not permitted to change, add, delete and/or modify or propose any provisions in the "Coaches Handbook." Any proposed changes in reference to the P&P handbook and/or the "Coaches Handbook" please contact the CYO Athletics' office with your request for approval.
- e. Zone CYO governance - Purpose of the Zone CYO board is to oversee the operations of the sport's programs for their assigned parishes as mentioned in the "Financial Section". They shall meet at least two times quarterly and shall be sufficiently organized to schedule the games, umpires and arrange for site rentals and they are overseen directly by the CYO Athletics' office. The participants are all volunteers and the board is made up of the presidents of the parishes within the zone. The zone meetings are operated under the Robert's Rules of Order and the P&P Manual; they shall have elected or appointed officers: President, Vice-president, secretary, treasurer, athletic director and zone minister. (May vary from zone to zone) The following are the zone's parameters in order to operate the zone board using the Robert's Rules of Order:

- i. The zone board shall have at least two meetings per quarter.
- ii. The meetings will be held according to Robert's Rule of Order and the CYO board will operate according to these rules.
- iii. The meeting dates and locations will be posted in the Archdiocese of San Antonio web site and the zone board will notify its members within 30 days of the next board meeting (time and location) and must notify the CYO office of the date and location also.
- iv. The CYO program shall elect or appoint the officers of the zone for two year periods and the office periods shall be staggered (year ending in the even number: President, treasurer and registrar and odd number: VP, athletic director, secretary and parish minister) see below: The CYO zone must have at least 3 people to perform the duties of the CYO zone board.
- v. The CYO office is in the process of setting up procedures to have the CYO office (board of governors) appoint the zone board. But this program is still in review and a roll-out date will be announced. In the meantime, the zones will follow these procedures for nominating and electing or appointing the CYO zone officers:
  1. The nominated officers should be active in their parish, must be the president of the parish CYO program and must be known by the parish as an honest and ethical individual.
  2. These persons must have a criminal background check submitted to the CYO office every three years. Must not have any theft, felony or misdemeanor cases on their records, must not be under any disciplinary action or owe the parish any outstanding money.
  3. The nominated officers must have enough discretionary time to perform his/her duties. They are expected to return phone calls promptly (within 36 hours), be able to schedule meetings at two quarterly and must have two years background in the position they are applying for.
  4. In the May meeting, a nominations committee must be assembled from the body of the members of the zone of at least 3 members.
  5. The Robert's Rule of Order's procedures shall be used for the election process; the CYO director must approve the Zone Officer forms and the zone shall notify the CYO office of the slate of officers.
  6. Installation of the officers shall be on August first.
  7. Special meeting may be called by the president with a 48 hour notice and all officers must be notified and confirmed. The CYO office must be notified and confirmed of the special meeting with 48 hours and the reasons why the president is calling this meeting. The meeting minutes must be submitted to the CYO office.
  8. Any disciplinary actions/ complaints/concerns about the board members, coach, player, parent or volunteers as related to the CYO sports program must be submitted to the CYO office via email or writing within 10 days of the incident and they will direct the parish CYO board in the procedures to follow.
  9. All zone funds must be deposited with the CYO office. Please refer to the financial procedures section.
  10. The zone's agenda for the board meetings should include items such as, CYO ministry, talking to the parishes about participation in the CYO sports, seeking volunteers, managing the games, CYO zone budget and zone operations, obtaining and purchasing site space, umpires, scorekeepers, trophies and supplies and coaching evaluations, and review the CYO zone financials.
  11. All zone board officers must attend the training sessions offered during the year by the CYO office.
  12. Conflict of interest policy: no relatives can hold an officer position simultaneously. An

individual who runs or operates an umpire group may not hold an officer position. Any exceptions to these must be approved by the CYO office

f. Zone CYO Athletic Committee (Offices and Duties)

1. President - The President of the zone board leads the committee in seeking parishes in their zone to register for the CYO sports program, promotes the CYO to the parish, communicates with the zone board and parishes the status of their program, and assists in recruiting coaches and volunteers and is in-charge of the meetings. He/she has the responsibility of managing all facets of the zone sport's programs, conducts the scheduled meetings, prepares the agenda for the meeting, serves as the primary liaison with the zone officials, the parish priest and the parish community, participates actively as a parish team leader, submits the required reports to the parish office and CYO office, assists in preparing the zone budget, approves the check requests prepared by the treasurer. The president shall not sign any checks or have access to any money but may submit check requests to pay expenses.
2. Vice President – The Vice President assists the presidents in his/her duties and if the president steps down, is removed or resigns this person will assume the president's duties.
3. Registrar - The registrar: He/she is responsible for processing and reviewing the registration forms. He/she coordinates and distributes the zone pool players throughout the zone. Oversees the parish registrars, notifies the CYO parish when the programs are full, division full or no sports or no programs. The "Coaches Handbook" outlines the scope of the registrars.
4. Treasurer - The treasurer is the financial liaison between the CYO office and the zone regarding money receive and expenses. This person drafts the budget for the computation of the commitment fees, collects the commitment fees from the parishes, gate and concession money (if applicable) and deposits them, also processes check requests to the CYO office. He/she reviews the financials with the zone.
5. Athletic Director - The Athletic Director arranges the practice sites, umpires, coordinates with the parish AD for the games and umps/scorekeepers and quality of the practice sites and also works as a site coordinator. This person must have direct contact with the CYO director. This person is responsible the site coordinators.
6. Zone Minister - The zone Minister works closely with the parish CYO minister to assure parishes are bringing Catholic identity to the team, via retreats, CCD and meetings with the parish minister. Must submit reports monthly on progress (TBA).

g. Volunteer screening - The following policy has resulted from CBC program and shall be implemented to the fullest extent reasonably possible.

1. Volunteers of the Archdiocese of San Antonio who directly minister, work or volunteer with minors and/or vulnerable persons must be screened and have criminal background checks.
2. All contracted persons or entities who have regular, direct contact with minors and *or* vulnerable persons in the course of rendering services to the Archdiocese must be screened by a criminal background check.
3. Any person who does not submit to a required CBC will not be permitted to minister, work or volunteer.
4. All Volunteers within the Archdiocese of San Antonio will be screened every three years based on the date of their first screening.
5. Mandatory Training of Volunteers: TBA, e-learning and yearly
6. CYO mandates that volunteers undergo training to avoid sexual misconduct harassment.

- a. Training must be certified and the certificates remain on file.
- h. CYO Athletics Board of Trustees - CYO Athletics is overseen and managed by the Board of Trustees; they assure the integrity of the program.

## **Sports Programming**

### **I. Age Divisions**

- a. TOT - under 6 years of age before September 1 of current activity year.
- b. TINY - under 8 years of age before September 1 of current activity year.
- c. PEEWEE - under 10 years of age before September 1 of current activity year.
- d. MITE - under 12 years of age before September 1 of current activity year.
- e. CUB - under 15 years of age before September 1 of current activity year.
- f. JUNIOR - under 18 years of age before September 1 of current activity year.

### **II. Sports**

- a. Flag-Football
- b. Soccer
- c. Volleyball
- d. Basketball
- e. Track and Field
- f. Baseball
- g. Softball

### **III. Player Eligibility Guidelines** (Must meet one of the following: a or b or c) (Children meeting two or more of the requirements can only participate in one Parish Program a year)

- a. **Parish Boundaries** - Registering child's parent/s or legal guardian/s must reside within the Parish Boundaries set by CYO Office to legally play for designated Parish. Proof of residency must be provided.
- b. **Parishioners** - Parent/s or legal guardian/s of registering child must be Parishioners for at least one year to legally play for designated Parish. Name must be included on approved Parishioner list signed and stamped by Parish office every sport season.
  - i. Parishioner - The family attends mass regularly and is active members of that one parish and contributes to the support of that one parish.
- c. **Parish School** - Registering child or children attending a Parish School is eligible to play for that Parish. Name must be on approved school letter, stamped and signed by principal or parish office.
- d. No out of zone play will be allowed without CYO Director's approval.
- e. **Player Certificates** - Parishes following in one of the categories below will direct players with a "Player Certificate" to one of the two adjacent Parishes according to the "Adjacent Parish List".
  - 1. "No Program" is a Parish that has declared to the Zone Registrar and CYO Office that they do not have a CYO Program for the current sport year. (Status can not change without CYO Athletic Director approval)
  - 2. "No Sport" is a parish that has declared to the Zone Registrar and CYO Office that they will not be participating in a certain Sport Season.
  - 3. "Division Full" is a Parish that has declared to the Zone Registrar and CYO Office that

- a certain divisional team or teams are full.
4. Any children attempting to register for a “Division Full”, “No Program”, or “No Sport” that has a “Player Certificate” signed by home parish and their two “Adjacent Parishes” will submit their name and registration card to the Zone Registrar for Zone Pool Placement. (Registration fees will not be paid until Parish team placement has been determined)
- f. Zone Lottery Procedures
1. Parishes that have openings on teams will provide the necessary information to the Zone Registrars and CYO Office for placement.

**IV. Registration** - Originates in a Catholic parish which is a member of a geographically determined zone (currently, there are six). In order for a Parish to participate in CYO Athletics, they must meet the minimum requirements of volunteers appointed or approved by Parish Pastor in the following positions: President, Treasurer, and Registrar. Once the minimum requirements are met, CYO Athletic Director will review and finalize.

- a. Procedures - All sports official opening and closing registration dates will be mandated by the CYO Office. Under no circumstances will parishes be permitted to close registrations prior to the established date(s). After the official closing date, player(s) may still attempt to register within their respective parish. (However, any other player(s) that attempt to register during this period will be allowed to do so, and will be placed in the respective division in the lottery pool.)
  - i. Registrations will take place at the parish following Player Eligibility Guidelines.
  - ii. Registration dates will be publicized prior to and/or during registration periods.
  - iii. Registrations will be open to all eligible players.
  - iv. “Grandfather Clause” will only apply to players that have already been established as “Grandfather Players”. “Grandfather Clause” will not apply to anyone else and no longer exists, except for established players prior to 2010-2011 sports season.
    1. “Grandfather Clause” are considered players that have played on the same team for two or more years.
- b. Individual - Parochial sponsored athletic programs will register participation according to the following rules:
  - i. Registration cards to be filled out in full - first copy to CYO Office, second copy to Inter-Parochial Zone, third copy to Parish, and fourth copy to Parent.
  - ii. Waiver must be signed by Parent or Guardian.
  - iii. Registration is good for one year beginning September 1st of the current activity year.
  - iv. Age Verification - a birth certificate, baptismal record or health department record is acceptable. In unusual cases, where none of the above records are available, (a rare occurrence) parent/s or Legal Guardian/s must seek review and approval by CYO Athletic Director.
  - v. Resident verification – 1 proof of residency must be provided. (Utility bill, bank statement, drivers license...etc.) In unusual cases, where none of the above records are available, (a rare occurrence) parent/s or Legal Guardian/s must seek review and approval by CYO Athletic Director.
  - vi. Player registration fee will be payable as follows:
    1. \$4.00 payable upon issuance of registration form. This fee is non-refundable. No credit monies will be issued for lost, unused, or voided registration forms.
    2. \$8.00 payable at time registration forms are submitted to the CYO Office (NO EXCEPTIONS).
    3. \$6.00 payable at time of registration for players participating in a second sport season, excluding Track and third or more sports.

- a. Sport Seasons (Fall, Winter, Spring)
- vii. Any Parish found to have registered a youth in their Parish and not have processed the form through the CYO Office will be subject to probation and the child considered an illegal player.
- viii. Registration forms, rosters, etc., will be accepted in the CYO Office during regular office hours only. (8:30am-5:00pm) No forms will be accepted by staff members away from the CYO Office, or when left without being properly accepted by a staff member. Forms can be mailed, emailed, or faxed as long as they meet the deadlines and fees have been paid or are included in the mail.
- ix. Procedures:
  - 1. Individual must first attempt to register according to III Player Eligibility Guidelines
  - 2. If Parish Program falls into one of the categories stated III-e, a "Player Certificate" will be given to the individual to attempt to register at either one of the two "Adjacent Parishes"
  - 3. Once individual has attempted at home parish, as well as their two "Adjacent Parishes", individual will be given to Zone Registrar to be placed in Zone Pool for placement within the Zone.
  - 4. After two week period to add players have passed, all individuals must register at the CYO Office for placement. However, players will be considered ineligible, but are welcome to join a team with this understanding.
- c. **Official CYO Registration**
  - i. Parish Registrars are responsible for ensuring that all the necessary paperwork is correct and complete before submitting it to the Zone Registrar and CYO Office.
  - ii. Parish Pastor's or an authorized person's signature must be on every registration card, whether they serve as Registrar or not.
    - 1. Exception: Parish Pastor may authorize another Parish Moderator
- d. **Team Registration**
  - i. Complete roster (Official CYO Rosters) of each team for each sport must be filled in quadruplicate including all information, one for the Head Coach, one for the Parish, one for the Inter-Parochial Zone and one for the CYO Office. These are available free at the CYO Office.
    - 1. Note: Computerized rosters must provide all information required and must be approved by the CYO Office.
- e. **Roster and Registration Cards**
  - i. All rosters must indicate all required information
  - ii. These must be in the CYO Office and submitted to the Zone Coordinator at least a week prior to the "Official League Opening" (soccer, volleyball, flag-football, basketball, softball, baseball) or scheduled event (track meet) unless otherwise specified by a CYO Athletic Director. Each Zone will have designated dates that their parishes must submit Rosters and Registration Cards.
    - 1. Individual Players will be allowed to be added during the week leading up to "Official League Opening" and be considered legal.
    - 2. "Official League Opening" refers to an individual League's first day of games within the Zone, NOT individual teams within the Leagues. Hence, if your divisional league starts January 9<sup>th</sup> but you do not start play until January 16<sup>th</sup>. Your roster is still due the week of January 2<sup>nd</sup>, just like all others).
  - iii. Original roster must have enough players to constitute a legal team as indicated in CYO Handbook.
  - iv. **Penalty for failure to comply with registration rules is loss of one game (or total events) for every work day that roster is not submitted. The losses will be taken at the start of the season and continue forward.**

#### f. Adding Players

- i. All Parishes have a two week period after league play has started to add player(s) to their team's roster (whether non-league or league game).
- ii. A team may add player(s) to their roster up until the replacement date if the official team does not have three (3) players over the number required to start a game. (See NOTE below on Replacement).
- iii. Any player/s deciding to register after 2 week Deadline must register at CYO Office to seek review and approval by the CYO Athletic Director. No child will be turned away.

#### g. Dropping Players

- i. Player Participation - Player may be dropped for lack of attendance of practice sessions and/or games, injuries, and ineligibility.
  1. During scoresheet checks for player participation, the Zone discovers that a player(s) has more than 3 consecutive absences, the Zone may:
    - a. Question the parish and/or parents regarding the situation and/or
    - b. Have player (s) officially dropped if warranted
  - ii. Before any action is taken to drop players, parent(s) must be notified.
  - iii. A supplemental roster with the appropriate drop form must indicate why the player is being dropped and must be signed by the Zone Registrar and approved by the CYO Athletic Director.
  - iv. A Player moving to another Parish after the official league opening MUST finish sports activity in the former Parish if he/she wishes to continue in the program: he/she may re-register in the new Parish for the following sports activity by following Player Eligibility Guidelines.

#### h. Replacement - Players must be replaced on a team under the following conditions

- i. Player voluntarily resigning permanently from a team or being PERMANENTLY LOST to his/her respective team through:
  1. Injury
  2. Moving away from the Parish (outside Bexar County) may be replaced during the league play prior to date indicated in the particular CYO Sports activity.
- ii. The supplemental roster must indicate a player voluntarily resigned due to one of the above and must be signed by:
  1. Player's parents and the respective Zone President OR
  2. The parish Priest, Parish Athletic President and the respective Zone President.
- iii. JUNIORS and CUBS have until half of the season from the league opening to replace or add players according to the above.
- iv. Replacement of a player on a supplement roster or addition of a player must abide by the player eligibility rules.
  1. Supplemental roster must include:
    - a. Name of player being added
    - b. Player being dropped.
  2. Each case must be approved, signed and dated by their respective Zone Registrar and CYO Athletic Director 24 hours prior to participation in a CYO contest or activity.
- v. Minimum and Maximum
  1. Zone's seeking to set their own minimum and maximum on rosters within CYO's Handbook range, per sport must:
    - a. Submit (Roster Adjustment Form) 7 days prior to opening day
    - b. Adjustments can not go below CYO minimum.
    - c. Adjustment range must be within 2. (Example: 10-12)
- vi. Late registration will take place until "Replacement Date" through the CYO Office.
- vii. Marriage disqualifies anyone from CYO Sports eligibility immediately.
- viii. Player eligibility is limited to one CYO team or CYO league per sporting activity once

rosters have been submitted to CYO Office. (Player permanently dropped or replaced is lost for the season and may not be pick up by any other team.)

- ix. Younger player(s) may be placed in an older division, but only if the parent and the coach are in agreement. The parish cannot force a coach to accept a younger player. If a parish has only enough players to form one team in a division, they may combine two age groups to form that team. Team destination depends on the age of the oldest player on that team.
- x. A player's eligibility may be questioned at any time without need of a formal protest. However, only a League Official or Team Manager/Coach is entitled to question a players eligibility. Upon request in writing by the Manager/Coach, it is the responsibility of the League Coordinator to verify the legal age or Player Eligibility of a CYO participant by producing documentation if necessary.
- xi. It should be the responsibility of the Parish Registrar to establish eligibility of the player if requested in writing by the League Coordinator.
- xii. Rosters in the CYO Office may be reviewed only by the Specific Sports Commissioner, Zone Office, or CYO Office.
- xiii. **Failure to comply renders the player ineligible.**

**V. Coaches** - The Office of Youth Ministry/CYO has the responsibility to develop and to foster its athletic leaders (coaches, commissioners, parish and zone presidents, and athletic directors) the Christian values which will enable them to be a positive role model and influence on the lives of the young people they serve through the Catholic Church in the CYO Sports Program.

a. Requirements: All Coaches must:

- i. Pass or have a background check pending by their Parish in order to:
- ii. Attend and complete CYO/OYM Coaches Certification Class every three (3) years
- iii. Receive a Coach's Badge

- 1. There is a fee per coach, which will be administered by the CYO Office to be collected from each parish at the time of registration. **Any team without a certified head coach will be considered a restricted team and will not be allowed to advance to the city playoffs.**

b. Practice and Games

- i. Once all levels of (V-a) have been completed, volunteer will be permitted to coach in practices or games.
- ii. If volunteer has not completed (V-a) he/she will not be allowed to participate at any capacity involving youth.

- 1. Individuals not certified will not be allowed on the field or bench
- 2. All certified coaches must have Coach's badge in visible sight of all players, officials, and spectators. Coaches without badge can not be with team during game play.

a. **Penalty: Forfeit of coach refuse to leave team area and Coach is suspended until he retakes Coach' Certification Course**

- 3. Illegal use of badge

a. **Penalty: All coaches in violation will be suspended for a year and must retake Coach's Certification Course.**

- iii. In a rare circumstance where a certified coach is not available at a game, a parent may sit in. This will only be allowed no more than twice within a season.

c. Selection

- i. The CYO Athletic Program requires the service of volunteers and one of the leaders is the coach. They are the persons who determine the quality of experience that our young athletes have with sports. The Coach Expectation Sheet are included in this manual-use them. Coaches are selected at each parish by the parish president and parish athletic director.

d. Coaches and Conduct

- i. Only one head coach and three assistant coaches are the maximum per team ( In the TOT Division the max is Five Coaches). All teams must have a Team Minister (which can be one of the four coaches). The scorekeeper is considered a coach.
  - ii. **Any coach, player or spectator ejected from a game is automatically on suspension from the next game, of that team (may not attend game even as a spectator).** A hearing should be held as soon as possible to determine additional penalties (if any). If the violation occurs in the Zone Level, it is the Zone's responsibility to conduct the hearing. In City Playoffs, the CYO Athletic Director will set up the hearing. (Any coach or spectator ejected must leave the entire facility).
  - iii. **Any Manager, Coach, Assistant Coach, Player, Umpire or Spectator involved in the physical assault or un-Christian verbal assault on another person at any CYO facility or any facilities when representing the CYO will be automatically suspended from the CYO Sports Program and all CYO facilities until such a time as a hearing may be conducted.** It is the responsibility of the Zone President to conduct a hearing within seven (7) days of the violation when it occurs at a Zone coordinated facility during Zone controlled activities or meetings. It is the Zone Officers' responsibility to insure proper conduct in their facilities. In the event such a violation takes place during the CYO City Playoffs or any other activity under the direct control of the Office of Youth Ministry/CYO, a hearing will be conducted immediately (within 48 hours) by the Executive Council of the CYO Sports Membership Board.
- e. Physical assault of a game official:
- i. **Minimum of 12 months suspension** upon determination of the guilt of offending party. Reinstatement as a CYO leader must be appealed to the Office of Youth Ministry/CYO through the parish and zone upon completion of term of penalty.
- f. Physical or verbal assault of any other person:
- i. at a CYO sanctioned or CYO related activity taking place at a CYO facility or outside the CYO (including all fields, gyms, meeting rooms, etc. whether or not leased from the Archdioceses of San Antonio). Penalty is to be determined by the Zone after consideration of all of the facts relating to the assault. However, it is recommended that anyone found guilty of initiating a fight or physically assaulting another person be **suspended for a one year period.**
- g. Good Standing:
- i. A coach will not be allowed to vote or hold office during the period that they are under disciplinary action.
  - ii. Must attend at least four (4) general meetings during the CYO year to be eligible to vote at elections.
  - iii. Must not owe the parish outstanding monies, equipment and/or uniforms
- h. Responsibilities (All CYO Coaches and Volunteers):
- i. Ensures competition remains safe,
  - ii. Age and gender appropriate
  - iii. Friendly,
  - iv. Sportsmanship is genuine, and
  - v. That through the community's gathering to play; all are invited to share in the life of their faith community.
  - vi. Encourage all players to experiment with leadership roles, e.g., captains, co-captains, equipment management, assisting with team drills, etc. Such opportunities expand the ways in which youth can benefit from program participation by teaching them contributory as well as recipient roles. In like manner, coaches should encourage appropriate leadership opportunities for their assistant coaches.

i. Evaluation

- i. The zone and parish are responsible in the evaluation of all coaches. The Coach Evaluation Questionnaire are included in this manual-use them. Upon completion, the evaluation is to be kept on file with the Zone President.

j. Other CYOs (Other adults, parents, siblings, and spectators)

- i. Provide enthusiastic support of all the children participants. Demeaning behavior or verbal insults towards individuals or teams violates the spirit of the CYO and will not be tolerated. Recognizing that winning isn't everything, adults will always retain the spirit of fairness in competition, the importance of development of children, and the realization that pressure, (as long as it is age and gender appropriate) is not inherently bad, but it can easily transgress the proper boundaries (see Standard III, *Commandments for Sports Parents*).

k. Christian Values Formation

- i. Leaders in the athletic ministry of the Church (coaches, commissioners, zone presidents, and athletic directors) are to participate in at least 10 hours of Christian values formation which may be provided by the parish, the zone or the OYM/CYO. Some examples of these opportunities are:
1. adult religious education courses and Bible study classes.
  2. Retreats
  3. days of recollection
  4. parish missions

l. Importance of Good Example

- i. A knowledge of sports and a willingness to serve does not make one a good Coach or Exemplary Adult. CYO Leaders can be satisfied with nothing less than lasting supernatural values in recreational activities. It is imperative that the CYO Adult Leader be an example for Youth to imitate. Profanity, display of anger, dishonest and childish conduct are not only unchristian, but completely contrary to your chosen apostolate of influencing Youth. **Violations can result in suspension.**
- ii. The Youth in the CYO are also expected to set a good example to others and are subject to suspension.
- iii. Alcoholic beverages are not permitted at CYO facilities before, during and after CYO games and events. Coaches and any other personnel under the influence of alcoholic beverages are to be barred from CYO activities. The use of tobacco by coaches and umpires on the field or gym while the games are being played is not permitted (players are not permitted the use of tobacco at any time). On the use of tobacco, one warning will be issued, then suspended from game. The Coordinator will see to the above rules are enforced. **Violations will result in suspension.** Remember: "We can expect from youth the example we set for them."
- iv. At the beginning and at the end of all CYO games, both teams will meet facing their Parents/Spectators, and recite the prayers that are provided at the front of this book. Parents/Spectators are encouraged to join in prayer, however, if they choose not to, everyone must respect this time with silence.
1. **Penalty: Individuals not respecting our players during this time of prayer will be automatically removed from premises.**
- v. No games shall start or end until the prayer has been recited. Team ministers should facilitate this.

## VI. Forfeitures

a. Ineligible Player/s

- i. A team will forfeit any and all games in which an ineligible player due to age or eligibility has participated in the CYO Program.

- ii. A team discovered to have an ineligible player on its original team roster because of age or eligibility will result in the possible reprimand and/or suspension of the Team Manager/Coach for the remainder of the CYO year.
- iii. A player discovered to be ineligible because of age or eligibility is automatically suspended for the balance of the CYO League or event and is subject to possible further suspension for the balance of the CYO year.
- iv. An ineligible Player added to an official team roster participating in a league contest will result in forfeiture of game(s) involved and exclusion of said team from advancement to compete in city playoff competition. **\*The team Manager/Coach is subject to suspension.**
- v. For a team penalty to apply on INELIGIBILITY of a player because of age or eligibility in league play, officials must be notified in writing before the replacement date. After the replacement date, team(s) found to have ineligible player(s), must drop player(s). However, the team must have enough players left on the team to make a legal team, as required by that sports rule. Seven days before Zone Playoff a team penalty will not apply regardless of the number of players on the team, but the player(s) must be dropped.

## **VII. Protests** – Protest Form must be completed, signed, and submitted as indicated within time.

- a. No Protest - There will be no protests on judgement calls or rule violation of CYO Rules.
- b. CYO Rule Violations – CYO Rules violated must be addressed and rectified immediately between Head Umpire and Head Coaches through an appeal.
  - i. Appeal a Call – A Coach must call “time” before the next live ball and explain to the official the violation observed and show him the rule that was violated in the CYO Handbook. If coach can not perform this, it will be up to the official to support his official call or overturn. Note: If call is overturned, a time out will not be assessed to team.
  - ii. Soccer – No Protests for any rule violations.
- c. NFHS Rule Violation – Must be submitted within 48 hours.
  - i. Zone Games
    - 1. Coach will fill our protest form and submit it to the Zone Athletic Director
    - 2. Athletic Director will then forward it to Zone Commissioners and set up a date, time, and location for hearing.
    - 3. Zone Commissioners will have no more than 7 days to conduct a hearing.
    - 4. Appeals to CYO Athletic Director must be submitted within 48 hours.
  - ii. City Playoffs
    - 1. Coach will fill our protest form and submit it to the CYO Athletic Director
    - 2. CYO Athletic Director will then forward it to the Executive Council and set up a date, time, and location for a final ruling.
      - a. In time sensitive Protests/Appeals the CYO Athletic Director will make final ruling.
      - b. Executive Council will have no more than 7 days to have a hearing.
      - c. At least 8 members must be present to have a quorum. (Zone Presidents may send a Zone Representative in their place.)
- d. Player Participation
  - i. Any Protests on player participation must be accomplished immediately after the game, prior to signing of scorecard or scorebook.
    - 1. Zone Games
      - a. Zone President and Zone Athletic Director will rule on Protest if Site Coordinator can not make a ruling immediately after game. (Another Zone Officer can rule in place of any conflicts of interest)
      - b. Appeals to CYO Athletic Director must be submitted within 48 hours.
    - 2. City Playoffs

- a. CYO Athletic Director will rule on Protest if Site Coordinator can not make a ruling immediately after game.
- 3. Any Protests on Player Participation submitted on week prior to playoffs will be addressed by Zone within 48 hours.
- e. Fees: Must be submitted with Protest Form
  - i. Zone - \$25.00
  - ii. Protest or Appeals to Executive Board - \$50.00

## **VIII. Emblem and Uniforms**

- a. **CYO Patch**
  - i. The CYO patch is the official emblem of CYO Athletics therefore must be worn. Please refer to this CYO Handbook. EACH ZONE HAS THE OPTION TO SET A TWO WEEK GRACE PERIOD. Players violating this rule will be barred from any further participation in that game or event until he/she becomes eligible by wearing the patch. There is no team forfeiture unless a team does not have the required number of Players with CYO patches to begin game. Additional emblems are available at the CYO Office for \$1.00 Note: The patch must not be stapled or pinned on.
  - ii. If CYO Patch falls off during play, the player will be allowed to continue play for the remainder of present game.
- b. **Uniform - All uniforms or playing apparel must have parish or school name on the shirts and must be larger than the team name or logo. Uniforms or playing apparel must coincide with parish or school color(s). Uniforms or required Equipment may not be personalized. Parish or school colors may not change for a period of six years.**
  - i. It is the intent of the CYO that participation shall not widen, but rather, narrow differences among participants. In accordance with such a spirit the CYO caps the amount of money that can be spent on uniforms, and other program paraphernalia. Wealthier children should not (even unintentionally) be placed in a position where their more plentiful circumstances are highlighted, any more than children of lesser means should be constantly reminded of their situation even while participating in children's sports. Consequently, team uniforms for accredited CYO programs shall:
    - ii. Remain the property of the parish, not the team, regardless of how money was raised to pay for them.
    - iii. Have the name of the parish displayed more prominently than that of a nickname, e.g., Spurs, Astros, etc.
    - iv. Have their funds processed through the association and included in the monthly report to the parish and zone.
    - v. Uniforms must coincide with parish color(s). All buying of uniforms must be coordinated through the parish, parents must be informed of any additional uniform costs at time of registration, and no more than \$60.00 will be spent on a shirt, jersey, and shorts or pants. If the parish is buying the uniforms they cannot be included as part of the participation fee.

## **IX. Affiliated Leagues and Restricted Teams**

- a. When all possibilities have been exhausted in attempting to follow the official Division, approval will be granted to form a league affiliated with the CYO. This written approval must be given for each league in each sport. Parish intramural program (noncompetitive) will be heartily approved.
- b. Teams that do not comply with the CYO General Rules and/or Sports Programming Rules are allowed to participate in their Zone, with each Zone establishing that status of each team. These teams are considered Restricted Teams and will not advance into the City Playoffs. Teams that are restricted because of age are strongly discouraged, but if allowed, only two (2) overage players can be on any one team, and only one year difference as CYO age. Overage player may not dominate game, zone official and officers are required to monitor. All Restricted Teams must follow registration procedures.

## X. City Playoffs and Awards

- a. The CYO Office will determine the type, dates, and policy of the playoffs per sport, basing its decision on the number of Zones involved in the City and the number of teams involved in the Zone and the rules as stated per sport in the CYO Sports Rules. (The number, type and presentation of awards in League play will be determined by each League.) Trophies or awards for City Championship Playoffs will be furnished by the CYO Office. Awards (individual) will be presented to City Champion and City Runner-Up Team Members. Any penalty for violations in the City Playoffs will be assessed by the CYO Athletic Director.
- b. In order for a Zone to be represented in City Playoffs, three (3) teams must be participating in a Zone League within a certain division.
- c. All qualifying Zones under X – b must send a representative to City Playoffs, unless authorized different by CYO Director.
- d. If only one league is formed in any division on a city-wide basis, it must consist of at least four Parishes.

## XI. Schedule, Scorebooks, and Lineups

- a. In drawing up schedules, each CYO Inter-Parochial Zone will request a letter from each Pastor stating “open dates” for the Youth of his Parish and the schedule of Parish religious formation program classes. No CYO league activity may take place in conflict with the Parish religious formation program. A copy of all league schedules must be forwarded to the CYO Office Prior to league opening. Failure to comply will result in exclusion of league or division involved from City Playoffs competition. Please check calendar in front of CYO Sports Handbook for designated open dates. POLICY: To facilitate the family’s participation in the Sunday Mass and Sunday parish religious education, League games and team practices will not be scheduled before 12 noon on Sundays.
- b. Rescheduling
  - i. Once schedule is finalized and distributed, there will be “No Schedule Changes”
  - ii. Rainouts
    1. Written notification and confirmation must be recorded prior to rescheduling rainouts.
      - a. Coach and Parish Athletic Director or Official
      - b. 72 hours prior to rescheduled time
- c. No Call or No Show – Is considered when a Coach does not call 24 hours prior that they will not have a full team to legally play. Note: If a few players and at least one coach shows up, this is not considered: “No Call or No Show”
  - i. Penalty: \$100.00 fine assessed to Team Parish paid in full to host parish or host Zone.
    1. 10 days to pay fine
      - a. Penalty: All parish teams will be restricted from City Playoffs from current sport season and Head Coach’s Certification is suspended until he/she retakes Coaches Certification Course.
- d. All scorebooks in league play and City Playoffs will be kept in a secure place and handled only by authorized persons within the Zone. Any Zone failing to comply will be subject to possible elimination in that particular league from City Playoffs. (This includes tampering of scorebooks in any game.)
- e. Line-ups must be in the hands of the official scorekeeper (or site coordinator, if the game is in progress) 15 minutes prior to scheduled game time, with the correct number of players and full names as they read from the Team Roster **Penalties – Will vary according to sport. (See Handbook)**
- f. All players on the official roster must be included in the line-up with player(s) absent, injured

or sick being indicated.

- g. Injured Player – A player that is not physically capable of participating and fully competing in a regulation game.

## **Starting Dates for the 2010/2011 Program Year**

<i>Sport</i>	Registration Closing Day	Practice Starting Date	Commitment Date	Season Starts	Season Ends	Playoffs	Rosters due for Registration
<i>Soccer</i>	Aug. 1 <sup>st</sup>	Aug. 2 <sup>nd</sup>	Aug 12 <sup>th</sup>	Sept. 4 <sup>th</sup>	Oct. 29 <sup>th</sup>	Oct. 30 <sup>th</sup>	Aug. 23 <sup>rd</sup> – Aug. 27 <sup>th</sup>
<i>Flag Football</i>	Aug. 1 <sup>st</sup>	Aug. 2 <sup>nd</sup>	Aug. 12 <sup>th</sup>	Sept. 4 <sup>th</sup>	Oct. 29 <sup>th</sup>	Oct. 30 <sup>th</sup>	Aug. 23 <sup>rd</sup> – Aug. 27 <sup>th</sup>
<i>Volleyball</i>	Aug. 1 <sup>st</sup>	Aug. 2 <sup>nd</sup>	Aug. 12 <sup>th</sup>	Sept. 4 <sup>th</sup>	Oct. 22 <sup>th</sup>	Oct. 24 <sup>th</sup>	Aug. 23 <sup>rd</sup> – Aug. 27 <sup>th</sup>
<i>Basketball</i>	Oct. 31 <sup>st</sup>	Nov. 1 <sup>st</sup>	Nov. 11 <sup>th</sup>	Dec. 4 <sup>th</sup>	Feb. 11 <sup>th</sup>	Feb. 13 <sup>th</sup>	Nov. 18 <sup>th</sup> – Nov. 24 <sup>th</sup>
<i>Track</i>	Jan. 30 <sup>th</sup>	Jan. 31 <sup>st</sup>	—————	Mar.	Mar. 18 <sup>th</sup>	Mar. 19 <sup>th</sup> Mar. 20 <sup>th</sup>	
<i>Baseball/ Softball</i>	Mar. 6 <sup>th</sup>	Mar. 7 <sup>th</sup>	Mar. 17 <sup>th</sup>	Apr. 9 <sup>th</sup>	June 17 <sup>th</sup>	June. 20 <sup>th</sup>	Mar. 28 <sup>th</sup> - Apr. 1 <sup>st</sup>

***THE ABOVE DATES MUST BE FOLLOWED,  
AS THEY WILL BE ADVERTISED TO THE COMMUNITY.***

## CYO AGE DIVISION 2010-2011

<b>Ages</b>	<b>Division</b>	<b>Year</b>	<b>Born on or between the following ages</b>
*17	Junior	3rd Year	September-December, 1993 January-August, 1994
		2nd Year	September-December, 1994 January-August, 1995
		1st Year	September-December, 1995 January-August, 1996
*14	Cub	2nd Year	September-December, 1996 January-August, 1997
		1st Year	September - December, 1997 January-August, 1998
*12	Mite	2nd Year	September-December, 1998 January - August, 1999
		1st Year	September - December, 1999 January-August, 2000
*10	PeeWee	2nd Year	September-December, 2000 January-August, 2001
		1st Year	September - December, 2001 January-August, 2002
*8	Tiny	2nd Year	September-December, 2002 January - August, 2003
		1st Year	September - December, 2003 January-August, 2004
*6	Tots	2nd Year	September-December, 2004 January - August, 2005
		1st Year	September-December, 2005 January - August, 2006 (or Younger)

**\*\*May turn this age during current activity year if Birthday is after August 31<sup>st</sup>**  
**CYO year: September 1st- August 31<sup>st</sup>**