

Archdiocese of San Antonio Policy and Procedural Manual



2011-2012

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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. The sports program is offered at the parish level and is driven by Catholic principles and Catholic identity. The program is 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. 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

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 or 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.

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 or 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 which consists of an Executive Director, the CYO Athletic Director, and CYO Athletics Office, oversees the operation of the CYO program. The zone's finances are directly handled by this office, and 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 Athletic 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.

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

1. 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.
2. 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.
3. 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

1. 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:
 - a. umpires
 - b. site rentals
 - c. scorekeepers
 - d. trophies for zone championship and parish championship
 - e. supplies (as requested in the budget)
 - f. CYO office registration fee.
 - g. Athletic Director cell phone (as determined by the zone's needs)
 - h. Zone operated sites (zone V) maintenance, utilities, and upkeep must be budgeted in the commitment fees.
2. 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.
3. 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.

4. 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.
5. 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).
6. 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)

1. 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 ump, 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.
 - a. 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.
 - b. 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.
2. 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.
3. 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.
4. 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.
5. 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.

6. 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.
7. The Zone financial position at the close of the sports season should be at or close to a break even except for Zones V.
8. 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.
9. 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).
10. 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 1st to August 31st 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.
11. Coaches training and registration (TBA).
12. 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

1. 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.
2. 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.
3. 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.
4. 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

1. 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.
2. 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.
3. Full REFUND POLICY for registration fees:
 - a. Reason for Refund
 - i. Player drops prior to Commitment night
 - ii. Player drops between Commitment night and the actual league opening date
 - iii. Player drops after league play begins
 - iv. Team does not form
 - b. 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.
 - c. 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.
 - d. Parents must be informed at registration of refund policy
4. 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.
5. 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).
6. 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.
7. 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

1. Umpire/score keeper expenses: No umpire/scorekeepers or schedules are to be paid at the parish level unless approved by the CYO office.
2. 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.
3. Trophies: parish level trophies will be paid for from the parish CYO money.
 4. 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.
 5. 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.
 6. 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.
 7. 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 will use Robert Rules of Order when applicable)

- A. Parish CYO Governance- The parish CYO programs will be allowed to utilize their constitutions.
1. CYO Parish Boards will be allowed to utilize the Constitution provided to them by the CYO Office. Any amendments recommended by the Parish Board to help strengthen, and not conflict the provided Constitution must be submitted to the CYO Office by the dates below:
 - a. Zone I and V – October 3, 2011
 - b. Zone II and IV – November 1, 2011
 - c. Zone III and VI – December 1, 2011
 - d. Highlight or bold and underline all amendments included in Parish Constitution.
 - i. Any amendments that are not in compliance will be returned back to Parish for revaluation.
 - e. Amendments not turned into CYO Office by the above dates of the current sport year will not be recognized.
 - i. Penalty – Any Parish following an unrecognized Constitution by the CYO Office will be placed on a 1 year Probation and all teams from Parish will be restricted from City Playoffs until the following Sports year.
 2. CYO parish boards are not **allowed** to change, add, delete and/or modify provisions in this 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.
 3. The CYO program, at the Catholic parish level, is authorized by the parish priest. **This is a Parish based program. The pastor does this by signing and stamping the Parish/Zone Officer Form and submitting it to the CYO Office via hard copy and digital copy.** This remains in effect unless 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.
 4. 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

- a. Have one or more teams.
- b. Have a certified coach for each team from your parish.
- c. Have volunteers to staff the CYO parish board from the parish; A President, Vice President, Athletic Director, Registrar, 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 Officers (Any Parish policy or procedure not in compliance with the following should seek CYO Office approval)

1. The CYO Parish Board duties are to run the sports programs at the Parish, and rely on volunteers who are elected or appointed officers.
 - a. It is recommended that The Parish Executive Board consist of the following officers:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Athletic Director
 - vi. Registrar
 - vii. Site Coordinator/s
 - viii. Parish Minister
 - b. The Parish Executive Board should hold 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, obtain uniforms, and recruit volunteers
 - c. CYO Office highly recommends that the Parish Priest appoint officers whom he feels are qualified to run his CYO Parish Program or be highly involved throughout the election process. All Parishioners interested in holding an officer position must fill out *CYO Officer Questionnaire Form* and present to their Pastor by the end of **April** or get written approval from Pastor to serve on CYO Parish Board.
 - d. The membership of each Parish CYO program shall elect the officers for a two year period, and the office periods shall be staggered so that a minimum of three positions are elected each year.
 - e. An individual may not serve two consecutive terms in the same office position. The individual may run after 2 years absent from said position. Exceptions must be reviewed and approved by CYO Office.
 - f. All newly appointed or elected officials are subject to review by the Executive Council.
2. The nominated officers must:
 - a. Be an active Parishioner
 - b. Have approved questionnaire signed by Pastor or written approval
 - c. Must be known by the Parish as an honest, ethical individual
 - d. Be "In Good Standing" with all Parishes, Zones, and CYO Office
 - e. Be a current Certified Coach or must get certified by the end of the first sessions. (Failure to do so will result of relinquishing their position.)
 - f. Have a current *Criminal Background Check* submitted to the CYO office every three years
 - g. Have enough discretionary time to perform their designated duties. They are expected to return phone calls promptly (within 36 hours), and be able to schedule meetings at least twice quarterly

- h. Attend the training sessions offered during the year by the CYO office.
- 3. **By the April** meeting, a nominations committee consisting of at least 4 people must be suggested by the Parish Pastor or current Parish CYO Board: Committee must consist of at least 1 representative from the Parish office, 2 members of the CYO, and 1 current Parish officer. The two CYO members are to be non-officers and should not be involved in running the Parish CYO, or be in the position of CYO coach, official, or scorekeeper. These two CYO members should be nominated by the Parish priest or CYO Parish Board and be active in the Parish.
- 4. The one Parish representative from the Parish office may be the Priest, Deacons, Parish office bookkeeper or a volunteer in the office.
- 5. The nominated CYO Parish Board positions may come from any registered Parishioners in the Parish.
- 6. 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 newly elected officers must be in place by July first.
- 7. The voting delegates are the CYO Parish Board and the coaches who are "In Good Standing" and have attended at least 60% of the scheduled Parish CYO meetings. Each delegate is entitled to one vote per motion.
- 8. The Roberts Rule of Order is used in setting the majority to pass a motion.
- 9. Newly appointed or elected officers shall begin fulfilling their duties on the first of July.
 - a. A completed *Parish/Zone Officer Form* must be submitted to CYO Office by the end of the first working weekday in July. A hard copy as well as a digital copy (in Excel) must be submitted to CYO Office. Any time a Parish CYO Board is modified, a new updated *Parish/Zone Officer Form* must be submitted the same way.
 - i. **Penalty: Failure to do so will result in \$5.00 fine to Parish per day that form is not submitted.**
 - ii. Parish will be considered "Not in Good Standing" and all Parish teams will be restricted and forfeit all games played during the time of debt owed. Once fee has been paid, restriction will be lifted, however, forfeits will stand.
- 10. The CYO office must approve officer positions simultaneously held by relatives, spouses or coaches from the same team of individuals who already hold CYO officer positions. At any time that approval is granted, these related individuals will be allowed only one vote among the related individuals.

C. Parish CYO Athletic Committee (Offices and duties) (CYO Parish Board has right to allow additional duties to these positions as needed)

- 1. President - The President of the CYO Parish Board leads the committee by performing the duties below:
 - a. Seeks children in the Parish to register for the CYO sports program
 - b. Promotes the CYO in the Parish
 - c. Informs the Parish priest of the status of their program
 - d. Assists in recruiting coaches and volunteers
 - e. Is responsible for conducting committee scheduled meetings
 - f. Is responsible for managing all facets of the Parish CYO program
 - g. Prepares the agenda for the meeting
 - h. Serves as the primary liaison with the Zone officials, the Parish priest and the Parish community
 - i. Participates actively as a Parish team leader
 - j. Submits the required reports to the Parish office and CYO office

- k. Assists in preparing the Parish budget
 - l. Approves the check requests prepared by the treasurer
 - m. He/She shall not sign any checks or have access to any money of the CYO Parish program unless authorized by the Parish priest.
 - n. Other duties may be added by Parish, Zone, or CYO Office
2. Vice President - The Vice President of the CYO Parish assists the president in his/her duties, and, should the president step down, is removed or resigns, the Vice President will assume the president's duties.
 3. Registrar - The Registrar is responsible for processing the registration of children in the Parish CYO program by performing the duties below:
 - a. Works with the president in communicating the program activities to their Parishioners
 - b. Keeps track of the registered numbers to report to the Parish and CYO office
 - c. He/she is responsible for completing registration for all teams
 - d. Checking birth certificates
 - e. Verifying player eligibility
 - f. Verifying "Grandfather" Players
 - g. Completing rosters
 - h. Submit all documentation to the City, Zone and coaches
 - i. Submit all *Registration Forms* to the CYO office
 - j. Submit all *Rosters* to CYO Office
 - k. Other duties may be added by Parish, Zone, or CYO Office
 4. Treasurer - The Treasurer performs all money related issues by performing the duties below:
 - a. Collects all revenue from registration, gate, uniform sales, and fundraisers
 - b. Forwards their revenue to the Parish bookkeeper
 - c. Track all expenses for the Parish CYO program
 - d. Submits check requests to the Parish bookkeeper for payments
 - i. No treasurer can sign checks unless authorized by the Parish priest
 - ii. All money is held at the Parish general account and check requests are made via the Parish accountant.
 - e. Submit a monthly report to the CYO office of revenue and expenses per Logos Chart of Accounts along with the checking account statements.
 - f. Produces the Parish budget
 - g. Coordinates the budget with the president, CYO office, and athletic director to make sure the CYO program is financially viable.
 - h. Other duties may be added by Parish, Zone, or CYO Office
 5. Secretary - Is the official memory of the organization by performing the duties below:
 - a. Keeping appropriate documentation.
 - b. Maintains official records for Parish CYO Program.
 - c. Takes accurate and thorough minutes of all official meetings.
 - d. Transfers to new (incoming) officer all official Program records.
 - e. Other duties may be added by Parish, Zone, or CYO Office
 6. Athletic Director (AD) - The Parish CYO Athletic Director perform all sports programming jobs by following the duties below:
 - a. Arranges practice and game sites
 - b. Nominates coaches
 - c. Works as a Site Coordinator and/or assigns the site coordinators
 - d. Keeps an inventory of all Parish athletic equipment
 - e. Coordinates games, scorekeepers, and ensures the quality of the practice and game sites

in collaboration with the Zone AD and/or Officials' Contractor and site coordinators.

- f. Other duties may be added by Parish, Zone, or CYO Office
7. Parish Minister - The Parish minister works closely with the Parish Pastor and OYM on bringing Catholic identity to the team by performing the duties below:
 - a. Attending retreats
 - b. Encouraging players and coaches to attend CCD
 - c. Attending meetings with the Zone minister
 - d. Attending meetings with OYM
 - e. Submit monthly progress reports about Youth Ministry activities related to the Parish CYO program.
 - f. Other duties may be added by Parish, Zone, or CYO Office
8. Site coordinator (Non Voting Member)- The Site Coordinator supports his Parish CYO Sports Program by performing the duties below:
 - a. Appointed by Parish President
 - b. Stays at the assigned sites
 - c. Must not be committed to gate or scorekeeping
 - d. Must be at a position to observe game and crowd at all times.
 - e. Responsible for concerns, protest, grievances, crowd control, game starts, and game ends
 - f. Works with officials on suspending games due to adverse weather
 - g. Reporting scores to Parish AD
 - h. Works together with Zone AD
9. Parish Sports Commissioners
 - a. Appointed by Parish President
 - b. Visit venues for events of the sport
 - c. Members of Parish Executive Council
 - d. Participate in Grievance Hearings or Appeals

D. Zone CYO governance - The Zone CYO Boards **will be allowed to utilize their** constitutions.

1. **CYO Parish Boards will be allowed to utilize the Constitution provided to them by the CYO Office. Any amendments recommended by the Zone Board to help strengthen, and not conflict, the provided Constitution must be submitted to the CYO Office by the below dates:**
 - a. **Zone I and V – October 3, 2011**
 - b. **Zone II and IV – November 1, 2011**
 - c. **Zone III and VI – December 1, 2011**
 - d. **Highlight or bold and underline all amendments included in Zone Constitution.**
 - i. **Any amendments that are not in compliance will be returned back to Zone for reevaluation.**
 - e. **Amendments not turned into CYO Office by the above dates of the current sport year will not be recognized.**
 - i. **Penalty – Any Zone following an unrecognized amendment by the CYO Office will be placed on a 1 year Probation and all teams from Zone will be restricted from City Playoffs until the following Sports year.**
2. CYO Zone Boards are not **allowed** 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 amendments in reference to the P&P Manual and/or the Coaches Handbook must submit a request to the CYO Athletics’ office using a *P and P or Handbook Request Form* for approval.
 - i. **Penalty – Any Zone following an unapproved Amendment by the CYO Office**

will be placed on a 1 year Probation and all teams from Zone will be restricted from City Playoffs until the following Sports year.

3. Purpose of the Zone CYO Board:

- a. Oversee the operations of the sport's programs for their assigned parishes as mentioned in the "Financial Section".
- b. Meet at least two times quarterly
- c. Be sufficiently organized to schedule the games, umpires and arrange for site rentals
- d. Is overseen directly by the CYO Athletics' office
- e. Meetings will follow CYO Policies and Procedures
- f. The meeting dates and locations will be posted in the Archdiocese of San Antonio web site and the zone board will notify it members within 30 days of the next board meeting (time and location) and must also notify the CYO office of the date and location.
- i. **Zone Secretaries will have access and are responsible for placing all meeting dates, times, and locations on CYO Web Page.**
- g. 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.
- h. The CYO Athletic Director with the guidance of the Executive Board has the right to review newly elected Zone Leaders for possible discussion and removal. (If necessary)
- i. By the May meeting, a nominations committee must be assembled from the body of the members of the zone of at least 3 members.
- j. 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.
- k. Installation of the officers shall be on **July** first.
- l. 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.
- m. Any disciplinary actions/ complaints/concerns about the board members, coach, player, parent or volunteers as related to the CYO sports program must be submit an *Incident Report Form* 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.
- n. All zone funds must be deposited with the CYO office. Please refer to the financial procedures section.
- o. 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.

E. Zone CYO Officers – (Any Zone Policy or Procedure not in compliance with the following should seek CYO Office approval)

1. The Zone Executive Board consists of the
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer

- e. Athletic Director
 - f. Zone Minister
2. The CYO program shall elect the officers of the Zone for two year periods and the office periods shall be staggered. The CYO Zone must have at least 3 people to perform the duties of the CYO Zone Board.
 - a. No more than two consecutive terms in the same office position. May run after 2 years absent from said position. Exceptions must be reviewed and approved by CYO Office.
 - b. All newly appointed or elected officials are subject to review by the Executive Council.
 3. Selection of Officers
 - a. The nominated officers must:
 - i. Be an active Parishioner
 - ii. Must be known by their Parish and Zone as an honest, ethical individual
 - iii. Be “In Good Standing” with all Parishes, Zones, and CYO Office
 - iv. Be a current Certified Coach or must get certified by the end of the first sessions. (Failure to do so will result of relinquishing their position.)
 - v. Have a current criminal background check submitted to the CYO office every three years
 - vi. Have enough discretionary time to perform their designated duties. They are expected to return phone calls promptly (within 36 hours), and be able to schedule meetings at least twice quarterly
 - vii. Attend the training sessions offered during the year by the CYO office.
 - viii. Has held a Parish or Zone Officer position within the past 3 years**
 - b. By the May meeting, a nominations committee consisting of at least 3 Zone Board members must be assembled from the body of the members within the Zone.
 - c. The Robert’s Rule of Order’s procedures shall be used for the election process.
 - d. Newly appointed or elected officers shall begin fulfilling their duties on the first of July.
 - i. Completed *Parish/Zone Officer Form* must be submitted to the CYO Office by the end of first working weekday in July. A hard copy as well as a digital copy (in Excel) must be submitted to the CYO Office. Failure to do so will result in \$5.00 fine to Zone per work day that form is not submitted)
 - ii. The CYO office must approve officer positions simultaneously held by relatives, spouses or individuals who operate a contract with the CYO Office or the Archdiocese. At any time approval is granted, these related individuals will be allowed only one vote among the related individuals.

F. Zone CYO Athletic Committee (Offices and Duties) (CYO Zone Board has right to allow additional duties to these positions as needed)

1. President - The President of the Zone Board leads the committee by performing the duties below:
 - a. Seeking Parishes in their Zone to register for the CYO sports program
 - b. Promotes the CYO to the Parish
 - c. Communicates with the Zone Board and Parishes the status of their program
 - d. Assists in recruiting coaches and volunteers
 - e. Responsible for conducting scheduled meetings
 - f. Managing facets of the Zone sport’s programs
 - g. Preparing the agenda for the meeting
 - h. Serving as the primary liaison with the Zone officials, the Parish priest and the Parish community
 - i. Participating actively as a team leader in the Archdiocese CYO organization

- j. Assuring timely submission of reports to the CYO office
- k. Assisting in the preparation of the Zone budget
- l. Approving the check requests prepared by the treasurer.
 - i. 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 of the CYO Parish assists the president in his/her duties, and, should the president step down, is removed or resigns, the Vice President will assume the president’s duties
- 3. Registrar - The Zone registrar is responsible for performing the duties below:
 - a. Processing and reviewing all Zone registration forms submitted by the Parish registrars
 - b. Coordinates and distributes the Zone pool players throughout the Zone
 - c. Oversees the Parish registrars
 - d. Notifies the CYO Parish Registrars when the programs or playing divisions are full, or when there are no sports or programs available for player participation.
- 4. Treasurer – Is the financial liaison between the CYO Office and the Zone by performing the duties below: (CYO Office will assume direct oversight of Zone’s finances)
 - a. Keep records of funds received and expended
 - b. Drafts the budget for the computation of team commitment fees
 - c. Collects gate and concession money from non-Parish venues (if applicable)
 - d. Deposits program funds
 - e. Processes check requests to the CYO office
 - f. Reviews the financial reports with the Zone membership.
- 5. Secretary - Is the official memory of the organization by performing the duties below:
 - a. Keeping appropriate documentation.
 - b. Maintains official records for Zone CYO Program.
 - c. Takes accurate and thorough minutes of all official meetings.
 - d. Transfers to new (incoming) officer all official Program records.
 - e. Other duties may be added by Parish, Zone, or CYO Office
- 6. Athletic Director (AD) - The Zone CYO Athletic Director perform all sports programming jobs by following the duties below:
 - a. Arranges all game sites
 - b. Produces a schedule for all teams participating in the Zone
 - c. Works directly with all Parish Athletic Directors
 - d. Works with all Site Coordinator
 - e. Keeps an inventory of all Parish athletic equipment
 - f. Coordinates games, scorekeepers, and ensures the quality of the practice and game sites in collaboration with the Parish ADs and/or Officials’ Contractor and site coordinators.
 - g. This person should be willing to maintain regular communication with the CYO Athletic Director.
 - h. Other duties may be added by Parish, Zone, or CYO Office
- 7. Zone Minister - The Parish minister works closely with all Parish Ministers and OYM on bringing Catholic identity to the team by performing the duties below:
 - a. Encourage coaches, leaders, and Parish Ministers to attend retreats
 - b. Attending meetings with the Parish Minister
 - c. Attending meetings with OYM
 - d. Submit monthly progress reports about Youth Ministry activities related to the Zone CYO program.
 - e. Other duties may be added by Parish, Zone, or CYO Office
- 8. Zone Sports Commissioners

- a. Visit venues for events of the sport
 - b. Members of Zone Executive Council
 - c. Participate in Grievance Hearings or Appeals
 - d. Appointed by Zone President
- G. Volunteer screening - The following policy has resulted from CBC program and shall be implemented to the fullest extent reasonably possible.
- a. 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.
 - b. All contracted persons or entities that 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.
 - c. Any person who does not submit to a required CBC will not be permitted to minister, work or volunteer.
 - d. All Volunteers within the Archdiocese of San Antonio will be screened every three years based on the date of their first screening.
 - e. Mandatory Training of Volunteers: TBA, e-learning and yearly
 - f. CYO mandates that volunteers undergo training to avoid sexual misconduct harassment.
 - i. 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.

III. Sports Programming

IV. 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.

V. Sports

- A. Flag-Football
- B. Soccer
- C. Volleyball
- D. Basketball
- E. Track and Field
- F. Baseball
- G. Softball

VI. 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, **which must be declared initially by the first sport that they participate in.**

- 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 registered 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.

1. Parishioner - The family must have been registered at the Parish Office for at least a year, attend mass regularly, and are active members of that one parish and contributes to the support of that one parish.
2. **Zones I, IV, and V will participate in a Pilot Program in which each Parish will submit their Parish Letter without signature and stamp at time of rosters or before. (Letter can be submitted by email) CYO Office will then submit letter to Parish offices for approval. Any players not approved by Parish Office will have to be dropped from team immediately or risk forfeiting every game that player has participated in or declare team "Restricted".**
 - a. **Parents must be notified of the Parishioner requirements.**
 - b. **All other Zones will still be responsible for obtaining Pastors Signature and Stamp on Parish Letter and submitting it with rosters.**

C. Parish School - Registering child or children attending a Parish School is eligible to play for their Parish School. Name must be on approved school letter, stamped and signed by principal or parish office.

1. **Zones I, IV, and V will participate in a Pilot Program in which each Parish will submit their Parish School Letter without Principal signature at time of rosters or before. (Letter can be submitted by email) CYO Office will then submit letter to Parish School offices for approval. Any players not approved by Parish School Office will have to be dropped from team immediately or risk forfeiting every game that player has participated in or declare team "Restricted".**
 - a. **All other Zones will still be responsible for obtaining Principal Signature on Parish School Letter and submitting it with rosters.**
2. **Adjacent Parish List will not apply to Parish Schools**
3. **Students not able to be placed on their School Team due to 1) No Sport, 2) Team Full, 3) Division Full, must be referred back to their Parish based on the above (a. Parish Boundaries or b. Parishioners).**
 - a. **Students being referred back to their Parish by (A) or (B) must return back to their Parish School the following participating sport.**

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 Form* 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.
 - a. **Zones I, IV, and V will participate in a Pilot Program in which the CYO Office will then review and sign all Player Certificates.**
 - i. **Players are not guaranteed on team until this process is complete.**
 - b. **Player Certificates found to be invalid due to available space on team, incorrect signatures, or any other discrepancy will have to be dropped from team immediately or risk forfeiting every game that player has participated in or declare**

team “Restricted”

4. Any children attempting to register for a “Division Full”, “No Program”, or “No Sport” that has a *Player Certificate Form* 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)

VII. Registration - Originates in a Catholic parish which is a member of a geographically determined zone (currently, there are six).

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.)

1. Registrations will take place at the parish following Player Eligibility Guidelines.
2. Registration dates will be publicized prior to and/or during registration periods.
3. Registrations will be open to all eligible players.
4. “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.
 - a. **There will be no “Grandfathered Players” in divisions Tiny 1 and below.**
 - b. **“Family of Grandfathered Players” must seek review and approval from CYO Office.**
 - i. **Exception Form must be completed and approved by CYO Office prior to placement on a team.**
 - c. “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:

1. *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.
2. Waiver must be signed by Parent or Guardian.
3. Registration is good for one year beginning September 1st of the current activity year.
4. 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.
5. 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.
6. Player registration fee will be payable as follows:
 - a. \$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.
 - b. \$8.00 payable at time registration forms are submitted to the CYO Office (NO EXCEPTIONS).
 - c. \$6.00 payable at time of registration for players participating in a second sport season, excluding Track and third or more sports.
 - i. Sport Seasons (Fall, Winter, Spring)
7. 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.

8. *Registration Cards, Rosters, etc.*, will be accepted in the CYO Office during regular office hours by appointment 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.
9. Procedures:
 - a. Individual must first attempt to register according to VI Player Eligibility Guidelines
 - b. If Parish Program falls into one of the categories stated VI-E, a “Player Certificate” will be given to the individual to attempt to register at either one of the two “Adjacent Parishes”
 - c. 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.
 - d. **After League play has began, any participants that are interested in playing CYO, which do not qualify by Residency, Parishioner, or School Student, must complete registration at CYO Office for placement.**
 - e. 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

1. 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.
2. Parish Pastor’s or an authorized person’s signature must be on every registration card, whether they serve as Registrar or not.
 - a. Exception: Parish Pastor may authorize another Parish Moderator

D. Team Registration

1. 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 in paper form **as well as digital copy for every team.** These are available free at the CYO Office. Digital format will be provided to all registrars.
 - a. Note: Computerized rosters must provide all information required and must be approved by the CYO Office.

E. Roster and Registration Cards

1. All rosters must indicate all required information and documents and must be emailed or **submitted via digital copy for CYO Database.**
 - a. Rosters must have all necessary documents at time of roster submittance. The only form that will be allowed turned in 24 hours before opening day are “Player Certificates”. **Every roster must be submitted in clear binder folder per every team. The CYO Office will provide a set of clear binder folders to every Parish at the General Meeting in July. Parishes are then responsible for picking up binders at conclusion of season or purchasing new ones at the Parish’s expense.**
2. 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*.
 - a. Individual Players will be allowed to be added during the week leading up to “Official League Opening” and be considered legal.

- b. "Official League Opening" refers to an individual League's first day of games within the Zone, NOT individual teams within the Leagues. For example, if your divisional league starts January 9th but you do not start play until January 16th. Your roster is still due the week of January 2nd, just like all others).
3. Original roster must have enough players to constitute a legal team as indicated in CYO Handbook.
4. **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 (Please use CYO Add/Drop Form)

1. 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).
 - a. **After League play has begun, any participants that are interested in playing CYO, which do not qualify by Residency, Parishioner, or School Student, must complete registration at CYO Office for placement**
2. 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).
3. Any player/s deciding to register after 2 week Deadline must register at CYO Office to seek review and approval by the CYO Office. No child will be turned away.

G. Dropping Players (Please use CYO Add/Drop Form)

1. Player Participation - Player may be dropped for lack of attendance of practice sessions and/or games, injuries, and ineligibility at any time.
 - a. During scoresheet checks for player participation, the Zone **or CYO Office** discovers that a player(s) has more than 3 consecutive absences, the Zone **or CYO Office** may:
 - i. Question the parish and/or parents regarding the situation and/or
 - ii. Have player (s) officially **dropped** if warranted
2. **If player has missed 3 or more consecutive games, it is the responsibility of the Head Coach to notify Zone Registrar for review and approval to allow this player to stay on the team.**
 - a. **Failure to do so will risk team forfeiting every game after the 3 game absence has taken place.**
3. Before any action is taken to drop players, parent(s) must be notified. If parent can not be reached, Parish President can authorize drop to avoid any team penalties.
4. 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. (Please use CYO Add/Drop Form)

1. Player voluntarily resigning permanently from a team or being PERMANENTLY LOST to his/her respective team through:
 - a. Injury
 - b. 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.
2. The supplemental roster must indicate a player voluntarily resigned due to one of the above and must be signed by:
 - a. Player's parents and the respective Zone President OR
 - b. The parish Priest, Parish Athletic President and the respective Zone President.
3. JUNIORS and CUBS have until half of the season from the league opening to replace or add

- players according to the above.
4. Replacement of a player:
 - a. **Abide by player eligibility rules.**
 - b. **Completed CYO Add/Drop Form**
 - c. **Each case must be approved, signed and dated by their Parish and Zone Registrar and CYO Athletic Director 24 hours prior to participation in a CYO contest or activity.**
 5. Minimum and Maximum
 - a. Zone's seeking to set their own minimum and maximum on rosters within CYO's Handbook range, per sport must:
 - i. Submit *Roster Adjustment Form* at least 7 days prior to opening day
 - ii. Adjustments can not go below CYO minimum.
 - iii. Adjustment range must be within 2. (Example: 10-12)
 6. Late registration will take place until "Replacement Date" through the CYO Office.
 7. Marriage disqualifies anyone from CYO Sports eligibility immediately.
 8. 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.)
 9. 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.
 10. A player's eligibility may be questioned at any time without need of a formal protest. However, only a League Official or Team Head Coach is entitled to question a players eligibility. Upon request in writing by the Official or Team Head 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.
 11. It should be the responsibility of the Parish Registrar to establish eligibility of the player if requested in writing by the League Coordinator.
 12. Rosters in the CYO Office may be reviewed only by the Specific Sports Commissioner, Zone Office, or CYO Office.
 13. **Failure to comply renders the player ineligible.**

VIII. Playoff Audits – All teams and potential City Playoff teams must conduct an Audit through their Zone.

A. Playoff Team Coach Duties:

1. Collect and place necessary paper work in a folder or binder per team. Paper work needed is as followed: Any necessary forms missing at time of Zone Audit will result in removal of player.
2. *City Playoff Team Audit Form*
3. *Final Roster Form*(Including adds, drops, and replacements)
4. Birth Certificate for all players(Original)
 - a. Parents not choosing to leave original with Coach must personally take original to Zone Audit for verification)
5. Resident Verification for all players that are not Parishioners (Original)
 - a. Parents not choosing to leave original must personally take original to Zone Audit for verification)
6. Take Playoff Binder containing all necessary information to their Zone Audit.
7. Copy of Parish Registration Cards (At Director's Request only)

B. Parish Audit - Parish Registrar and Board Duties (Optional):

1. Set a date/s to perform Parish Audit (Anytime prior to Zone Audit's date.

2. Parish Officers will use *City Playoff Team Audit Form*
3. Parish Officers will check Final City Playoff team *Rosters*. (Officer can not check their own Team or related to team)
 - a. Ensure if Players are Parishioners or attend Catholic School, a number has been assigned to them. (CYO Office will check the correspondence)
 - b. Verify original Birth Certificate matches date of birth on roster. (Originals will have to be verified at Zone Audit as well)
 - c. Verify original proof of residency matches address to roster. (Originals will have to be verified at Zone Audit as well)
 - d. Validate address is within Parish Boundaries. (Utilize Archdiocese web tool if possible)
 - e. Grandfather (GF) – Players considered “Grandfather” must have GF next to their name. (Teams with GF players must be prepared at any time to show past two years of rosters that have established them as GF)
 - f. Player Certificates (PC) – All players having *Player Certificate Form* must have PC next to their name and a copy of the Player Certificate with roster.
 - g. Adjacent Parish List (APL) – All players abiding by Adjacent Parish List must have APL next to their name.
4. Take playoff binder with all necessary information to their Zone Audit.
5. Any necessary forms missing at this time will result in removal of player.
6. The Parish of the 3rd place team of the designated Divisional League will be notified to provide same Parish information to the Chancery by noon following day in order to qualify for City Playoffs. (if 3rd place team does not qualify, the Zone will only have one representative)

C. Zone Board Duties;

1. Set a date/s to perform Zone Audit prior to CYO Office Deadline.
2. Forms needed: (1) Team Roster Form (2) City Playoff Team Audit Form
3. Zone Officers will use City Playoff Team Audit form
4. Zone Officers will check City Playoff team *Rosters*. (Officer can not check their own Parish)
 - a. Ensure if Players are Parishioners or attend Catholic School, a number has been assigned to them. (CYO Office will check the correspondence)
5. Verify original Birth Certificate matches date of birth on roster. (Once verified originals will be handed back to Coach, Parent, or Board Member.
6. Verify original proof of residency matches address to roster. (Once verified originals will be handed back to Coach, Parent, or Board Member.
7. Validate address is within Parish Boundaries. (Utilize Archdiocese web tool if possible)
8. Grandfather (GF) – Players considered “Grandfather” must have GF next to their name. (Teams with GF players must be prepared at any time to show past two years of rosters that have established them as GF)
9. Player Certificates (PC) – All players having *Player Certificate Form* must have PC next to their name and a copy of the Player Certificate with roster.
10. Adjacent Parish List (APL) – All players abiding by Adjacent Parish List must have APL next to their name.
11. Any necessary forms missing at this time will result in removal of player.
12. The Parish of the 3rd place team of the designated Divisional League will be notified to provide same Parish information to the Chancery by noon following day in order to qualify for City Playoffs. (if 3rd place team does not qualify, the Zone will only have one representative)

D. CYO Office Duties:

1. Review all *City Playoff Team Audit Forms*
2. Ensure all Parishioners and Catholic School Players correspond with the Parishioner and

Catholic School Letter that were previously submitted to the CYO Office.

3. Review Adjacent Parish List has been followed
4. Review Player Certificates have been followed.
5. Contact any Parish Presidents of teams restricted or any cases of misconduct.
6. Review Parish Registration Cards if needed.

E. Documents Needed:

1. *City Playoff Team Audit Form*
2. Final *Roster Form* (Including add, drops, and replacements noted on Final Roster Form) (Add, drop, and replacement forms are not necessary)
3. Original Birth Certificate or any type of federal document that displays date of birth. (For those parents that are not comfortable leaving the original to be verified by Zone Board, must personally take the original to the Zone Audit for verification)
4. Original Resident Verification Form - 1 proof of residency must be provided. (Proofs include utility bills, bank statement, current driver licenses, insurance form, cellular phone bill, or lease agreement)
 - a. CYO Office recommends you bring several proofs of residency for verification, just in case.
5. Adjacent Parish List – All players playing outside of Parish Boundaries (whom are not Parishioners or attend the Parish School) must have followed Adjacent Parish List
6. Grandfather – All Grandfathered players must have GF next to name. There should be no GF for Tots. (Special circumstances need CYO Director Approval) This is due to their no longer being any new “Grandfathered” players as of 2010-2011 Sport Year.
7. *Player Certificate Forms* filled out and signed appropriately.
 - a. All *Player Certificate Forms* will be checked in accordance to rules for filling out and signing. Any Parishes that signed off that their parish is: Full, No Sport, or No Division falsely will risk future Parish consequences.
8. Any players not in compliance or missing the necessary paperwork must be dropped in order to proceed into playoffs.
9. If a team drops below the allowed minimum legal players on roster, the team will be removed from playoffs.
10. Parishes having 3 or more cases of ineligibility in reference to residency or age will result in Parish being suspended from City Playoffs for a year.

IX. Zero Tolerance Act (adopted 2011)

A. Parents/Spectators:

1. May not yell any form of criticism,
2. May not make derogatory comments,
3. May not use profanity, taunt, criticize, or jeer,
4. May not badger, name call, or use foul language,
5. May never approach a: player, coach, spectator, official, league administrator, or site coordinator at any time, before, during, or after game to question or comment negatively.

B. Coaches

1. May not yell any form of criticism
2. May not make derogatory comments,
3. May not use profanity, taunt, criticize, or jeer
4. May not badger, name call, or use foul language.
5. May never approach a: player, coach, spectator, official, league administrator, or site coordinator at any time, before, during, or after game to question or comment negatively
6. Will respect all game officials and refrain from abruptly questioning their decision. There will be no extensive discussion, comments, or gestures regarding any judgment calls.

7. May not approach an official in an abrasive or negative matter at any time before, during, or after game to question or comment negatively

C. Game Officials

1. Have sole authority in stopping game when coaches, parents, or spectators, are displaying inappropriate disruptive behavior that hinders the game. The officials will identify the violator(s) to Site Coordinator(s) for observation and possible removal.
2. If, in the sole opinion of the officials, the situation cannot be remedied by removal of offending person(s), the game will be stopped and the offending team will forfeit.

D. Consequences

1. Individuals who engage in the above behaviors will be subject to immediate ejection from facility/property.
 - a. Individuals ejected from a site, will be suspended for ten days from all CYO property and events.
 - b. Individuals ejected from of a second game will serve a year suspension from all CYO property and events.
 - c. If the ejected individual chooses not to leave facility/property when asked, the authorities will be called to have the individual removed

E. Site Coordinators

1. Responsible for supporting game officials' decision 100% by:
 - a. Removing coaches from games
 - b. Observing parents/spectators at all times and when directed to
 - i. Making decision to remove parents/spectators when violating Tolerance Act.
2. Can not be performing any other onsite duties such as gate, concession, etc...

F. CYO Athletics will not tolerate any abusive behavior towards players, officials, or other spectators. We are committed to maintaining a safe and positive atmosphere in our programs.

X. 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. Selection (Pre Evaluation)

1. 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* is included in this manual (use them). Coaches are selected at each parish by the parish president and parish athletic director.

B. Requirements: All Coaches must:

1. Pass or have a background check pending by their Parish in order to:
2. Attend and complete CYO/OYM Coaches Certification Class every three (3) years
3. Receive a Coach's Badge
 - a. 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.**
4. Be responsible and accountable for all information within the *Policy and Procedure Manual and Handbook*
5. **Recommended to attend any additional Catholic Identity Training conducted by Office of Youth Ministry**
 - a. **This training will eventually become Mandatory.**

6. **Abide and support our Zero Tolerance Act**

- a. **Penalty: Failure to do so will permanently remove Coach from CYO Program.**

C. Practice and Games

1. Once all levels of X-B have been completed, volunteer will be permitted to coach in practices or games.
2. If volunteer has not completed X-B he/she will not be allowed to participate at any capacity involving youth.
 - a. Individuals not certified will not be allowed on the field or bench
 - b. 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.
 - i. **Penalty: Forfeit of coach refuse to leave team area and Coach is suspended until he retakes Coach' Certification Course**
 - c. **Illegal use of badge – Using Certified Coaches badge that is not their own.**
 - i. **Penalty: All coaches in violation will be suspended for a year and must retake Coach's Certification Course.**
 - d. **Illegal Coach – Any coach, certified or not sitting on the bench that is not on the Team Roster.**
 - i. **Penalty: Forfeiture of current game.**
3. 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.

D. Coaches and Conduct

1. 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).
2. **The minimum per team is one Head Coach and one Team Minister. A Team Minister and Head Coach can not be the same individual.**
- a. **Penalty: Roster will be considered Illegal, therefore, team is restricted.**
3. **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 meet with City Sports Commissioner to resolve or set up the hearing with Executive Council.** (Any coach or spectator ejected must leave the entire facility).
4. **Any Manager, Coach, Assistant Coach, Player, Umpire or Spectator involved in the physical or 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 City Playoffs, the CYO Athletic Director **will meet with City Sports Commissioner to resolve or set up the hearing with Executive Council.** (Any coach or spectator ejected must leave the entire facility).

E. Physical assault of a game official:

1. **Minimum of 12 months suspension** upon determination of the guilt of offending party. Reinstatement as a CYO leader must be appealed to the CYO Office through the parish and zone upon completion of term of penalty.

F. Physical or verbal assault of any other person:

1. 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:

1. A coach will not be allowed to vote or hold office during the period that they are under disciplinary action.
2. Must attend at least four (4) general meetings during the CYO year to be eligible to vote at elections.
3. Must not owe the parish outstanding monies, equipment and/or uniforms

H. All CYO Coaches and Volunteers must:

1. Ensure safe competition
2. Ensure all players are participating their appropriate age and gender division
3. Keep a friendly environment at all times
4. Instill sincere sportsmanship at all times.
5. Encourage all are invited to share in the life of their faith community.
6. 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.
7. **Abide, Enforce, and Support the Zero Tolerance Act**

I. Evaluation

1. 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)

1. 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.

K. Christian Values Formation

1. All Officers and 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:
 - a. adult religious education courses and Bible study classes.
 - b. Retreats
 - c. days of recollection
 - d. parish missions

L. Importance of Good Example

1. 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.**

2. The Youth in the CYO are also expected to set a good example to others and are subject to suspension.
3. Alcoholic beverages **and use of tobacco** 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.”
4. CYO Prayer – Will be 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.
 - a. **Penalty: Individuals not respecting our players during this time of prayer will be automatically removed from premises.**
 - b. **Penalty: Teams not participating in Prayer before and/or after game will result in Head Coach or any Acting Head Coach being suspended from any and all CYO Events for one year and must retake Coach’s Certification Course.**
5. No games shall start or end until the prayer has been recited. Team ministers should facilitate this.

XI. Forfeitures

- A. **Ineligible Player/s (All games played with an ineligible player will result in automatic forfeiture of every game that player participated in.)**
 1. A team will forfeit any and all games in which an ineligible player, due to age or eligibility, has participated in the CYO Program.
 2. 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.
 3. 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.
 4. An ineligible Player added by an **Add/Drop Form** 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.**
 5. 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.

XII. 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.
 1. Appeal a Call – A Coach must call “time” before the next live ball and explain to the official the violation observed and **physically** show him/her the **violated rule within the Official CYO Handbook (copies or internet will not be allowed).** If the coach cannot 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.

2. Soccer – No Protests for any rule violations.
- C. NFHS Rule Violation – Must be submitted within 48 hours.
1. Zone Games
 - a. Coach must fill out *Protest Form*, **pay fee**, and submit it to the Zone Athletic Director
 - b. Athletic Director will then forward it to Zone Commissioners and set up a date, time, and location for hearing.
 - c. Zone Commissioners will have no more than 7 days to conduct a hearing.
 - d. Appeals to CYO Athletic Director must be submitted within 48 hours.
 2. City Playoffs
 - a. Coach must fill out *Protest Form*, **pay fee**, and submit it to the CYO Athletic Director
 - b. CYO Athletic Director will then **meet with the specific City Sports Commissioner and make a ruling or if needed, will** forward it to the Executive Council and set up a date, time, and location for a final ruling.
 - i. **A final ruling will be executed** no more than 7 days after receiving *Protest Form*.
 - ii. In case of a hearing, at least 8 members must be present to have a quorum. (Zone Presidents may send a Zone Representative in their place.)
- D. Player Participation
1. Any Protests on player participation must be accomplished immediately after the game, prior to signing of scorecard or scorebook.
 - a. Zone Games
 - i. 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)
 - ii. Appeals to CYO Athletic Director must be submitted within 48 hours.
 - b. City Playoffs
 - i. CYO Athletic Director will rule on Protest if Site Coordinator can not make a ruling immediately after game.
 - c. Any Protests on Player Participation submitted one week prior to playoffs will be addressed by Zone within 48 hours.
- E. Protest Fees: Must be submitted with Protest Form
1. Zone League Play- \$25.00
 2. City Playoffs or Appeals to Executive Board - \$50.00

XIII. Emblem and Uniforms

A. CYO Patch

1. 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.
2. If CYO Patch falls off during play, the player will be allowed to continue play for the remainder of present game.

B. Uniform

1. 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, **which means no names are allowed on any part of the uniform.** Parish or school colors may not change for a period of six years.
 - a. **Penalty: Team will be given one warning and allowed to continue playing the current game. Uniforms must be replaced or permanently repaired in order to**

continue. Team will not be allowed to play another game until this has been corrected.

2. 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.

XIV. 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.

XV. 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 XV – 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.

XVI. 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
 1. Once schedule is finalized and distributed, there will be “No Schedule Changes”
 2. Rainouts
 - a. Written notification and confirmation must be recorded prior to rescheduling rainouts.
 - i. Coach and Parish Athletic Director or Official

- ii. 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”
 - 1. **Penalty: \$100.00 fine assessed to Team Parish paid in full to host parish or host Zone.**
 - a. **10 days to pay fine**
 - i. **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.



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228
(210) 734-2620, Extension 116



Add/Drop Form

Circle ONE Sport: VOLLEYBALL - SOCCER - FLAG FOOTBALL - BASKETBALL - TRACK - SOFTBALL - BASEBALL

Circle ONE Division: TOT - TINY - PEEWEE - MITE - CUB - JUNIOR

First Year Second Year Third Year

MALE - FEMALE

Parish:

Inter-Parochial Zone:

Nickname of Team:

Date:

PLEASE PRINT ALL INFORMATION

NOTE: DESIGNATE PREVIOUSLY REGISTERED PLAYERS BY PLACING AN ASTERISK(*) BEFORE NAME

NOTE: DESIGNATE 2ND OR 3RD SPORT BY PLACING 2ND OR 3RD

NOTE: PARISH & SCHOOL NUMBERS MUST CORRESPOND WITH NUMBERS ON PARISH/SCHOOL LETTERS

P
A
R
I
S
H

S
C
H
O
O
L

	2ND/3RD	PLAYER'S NAME	SPORT	ADDRESS	ZIP	PHONE	BIRTHDATE	NUMBER
--	---------	---------------	-------	---------	-----	-------	-----------	--------

1								
PLAYER BEING DROPPED ABOVE								

1								
PLAYER BEING ADDED ABOVE								

2								
PLAYER BEING DROPPED ABOVE								

2								
PLAYER BEING ADDED ABOVE								

3								
PLAYER BEING DROPPED ABOVE								

3								
PLAYER BEING ADDED ABOVE								

4								
PLAYER BEING DROPPED ABOVE								

4								
PLAYER BEING ADDED ABOVE								

STAFF

	COACH'S NAME	POS.	ADDRESS	ZIP	PHONE	DATES OF	
						ACCREDITED	BGC
1		H.C.					

**TRANSACTION WILL BE CONSIDERED INVALID IF NOT FILLED OUT CORRECTLY AND COMPLETELY
INVALID TRANSACTION ROSTERS WILL CONSTITUTE OF AN ILLEGAL PLAYER**

Dropped Parents Signature

Date

Parish Priest Signature Date

Zone President

Date

Parish President Signature Date



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228
 (210) 734-2620, Extension 1116

CITY PLAYOFF TEAM AUDIT



Circle ONE Sport: VOLLEYBALL - SOCCER - FLAG FOOTBALL - BASKETBALL - TRACK - SOFTBALL - BASEBALL

Circle ONE Division: TOT - TINY - PEEWEE - MITE - CU	First Year Second Year Third Year	MALE - FEMALE
---	---	---------------

Parish:	Inter-Parochial Zone:
---------	-----------------------

Nickname of Team:	Date:
-------------------	-------

PLEASE " ✓ " WHEN VERIFIED AND " X " IF NOT NEEDED

PLAYER	BIRTH CERTIFICATES	GF	PC	APL	PROOF OF RESIDENCY	WITHIN BOUNDARIES	PARISHIONER #	CATHOLIC SCHOOL #	COMMENTS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

ADDITIONAL COMMENTS

 COACH

 SIGNATURE

 DATE

 ZONE REGISTRAR/BOARD MEMBER

 SIGNATURE

 DATE

 CYO OFFICE

 SIGNATURE

 DATE

STANDARD 11 - A

COACH EXPECTATION SHEET

The most important person in our organization is the coach. You are the person who determines the quality of experience that our young athletes have with sports.

Our organization is committed to the ideals of Positive Coaching Alliance. We expect our coaches to be "Double-Goal Coaches" who want to teach the fundamentals of the sport but not the "Win at all cost" ideal and who wants to teach them Christian values and help players learn lessons that will help them be successful in life.

The following behavior is what we expect of coaches in our organization. We want you to:

- 1) Model and teach the concept of Honoring the Game. Teach your players the elements of *ROOTT*-Respect for the:
 - ★ Rules
 - ★ Opponents
 - ★ Officials
 - ★ Teammates, and the
 - ★ Tradition of the Game.
- 2) Help players redefine what it means to be a "Winner" in terms of Mastery.
 - ★ Teach the ELM Tree of Mastery (Effort, Learning, Mistakes are Okay).
 - ★ Reward effort, not just results.
 - ★ Help players set goals and measure their progress towards them.
 - ★ Develop a team "Mistake Ritual" to help players quickly rebound from mistakes.
- 3) Fill players' Emotional Tanks
 - ★ Reinforce over & over the concept of "Team" over the concept of "I" * Refrain from using fear, intimidation or shame with players.
 - ★ Use positive criticism to inform players of their errors but also show them how to correct their errors.
- 4) Have conversations with your team regularly in practices and before and after games to reinforce the above themes from the Positive Coach Mental Model.

Note: You will be evaluated on these behaviors



C.Y.O. Athletics

VERBAL WARNING AND WRITTEN REPRIMAND, OR SUSPENSION



The following WARNING was issued today and it is to be made part of the official record.

NAME: _____ Parish: _____ DATE: _____

- | | | | | | |
|----|-----|---|-----|-----|---|
| 1. | () | Insubordination | 8. | () | Conviction of Official Misconduct |
| 2. | () | Violation of Requirements of CYO Handbook | 9. | () | Falsification of Documents or Records |
| 3. | () | Endangering the Safety of Other Persons | 10. | () | Unauthorized Use of Official Information |
| 4. | () | Intoxication or Drug Abuse | 11. | () | Unauthorized or Abusive Use of Official Authority |
| 5. | () | Unauthorized use of CYO Funds or Property | 12. | () | Incompetence or Neglect of Duty |
| 6. | () | Violation of Requirements of CYO P & P | 13. | () | Disruptive Behavior |
| 7. | () | Conviction | 14. | () | Other |

REMARKS: (Set forth all facts in detail)

RESULT:

(Use reverse side if necessary)

CYO Athletic Director: _____ Date: _____
SIGNATURE

I HAVE READ THIS REPORT.

CYO Volunteer: _____ Title: _____ Date: _____
SIGNATURE

THE ABOVE HAS BEEN NOTED AND IS MADE A PART OF THE ABOVE VOLUNTEER'S RECORD, AS OF THIS DATE.

OFFENSE NO. 1 2 3 4

RECEIVED IN CYO OFFICE _____



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228

(210) 734-2620, Extension 1116

CYO OFFICER QUESTIONARE FORM



Parish: _____

Officer Position Requesting: _____

1. Please list all/ any experience with the CYO program?

2. Please describe your motivation/interest for the specified officer position?

3. Please explain your thoughts as to how you see CYO as a ministry?

4. Explain 3 strengths and 3 weaknesses that you feel you have.

5. Why do you feel you should serve on the parish CYO board?

Signature

Date

Pastor Comments:

Denied

/

Approved

Pastor Signature

Date



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228

(210) 734-2620, Extension 116



Handbook Request Form

Date: _____

Zone: _____

President: _____

Sport: _____

Email: _____

Proposed Changes to Handbook:

		D e n i e d	A p p r o v e d
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

President Signature

Athletic Director Signature.

Date

CYO Athletic Director Signature



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228

(210) 734-2620, Extension 116

P & P Request Form



Date: _____

Zone: _____

President: _____

Registrar: _____

Email: _____

D e n i e d	A p p r o v e d
----------------------------	--------------------------------------

Proposed Changes to Policy & Procedural Manual

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

President Signature

Registrar Signature

Date

CYO Athletic Director Signature



CYO Sports Program OFFICER FORM



ZONE/PARISH

YEAR

PLEASE PRINT CLEARLY

****President:**

Address: _____
City: _____
E-mail: _____

Phone: _____
Work: _____
Zip: _____
Cell: _____

Vice-President:

Address: _____
City: _____
E-mail: _____

Phone: _____
Work: _____
Zip: _____
Cell: _____

**** Athletic Director**

Address: _____
City: _____
E-mail: _____

Phone: _____
Work: _____
Zip: _____
Cell: _____

Secretary

Address: _____
City: _____
E-mail: _____

Phone: _____
Work: _____
Zip: _____
Cell: _____

****Treasurer**

Address: _____
City: _____
E-mail: _____

Phone: _____
Work: _____
Zip: _____
Cell: _____

****Registrar**

Address: _____
City: _____
E-mail: _____

Phone: _____
Work: _____
Zip: _____
Cell: _____

Parish Minister:

Address: _____
City: _____
E-mail: _____

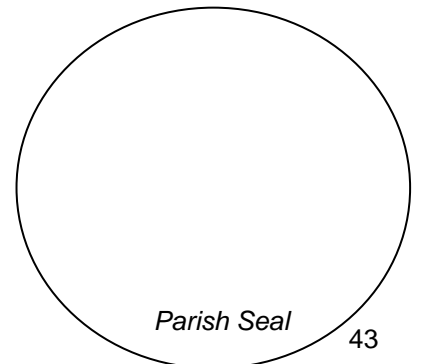
Phone: _____
Work: _____
Zip: _____
Cell: _____

Please return by June 30th *Office of Youth Ministry/CYO Athletics*
2718 W. Woodlawn Ave., San Antonio, Texas 78228

****Name, Address, Phone, and E-mail will be posted in Directory and Website**

Date

Pastor's Signature



Parish Seal

Player Certificate

2718 W. Woodlawn Ave * San Antonio, Tx. 78228

THIS IS TO VERIFY THAT: _____, attempted to register
(PLAYER'S NAME)

at _____ in the _____ Division for _____,
(PARISH) (DIVISION) (SPORT)

But his/her team was FULL / NO PROGRAM / NO SPORT. _____
(Home Parish Registrar/ Date)

Since a team is not available he/she is given permission to attempt to register at one of the below parishes:

_____ FULL / NO PROGRAM / NO SPORT _____
(Parish) (Registrar Signature/Date)

_____ FULL / NO PROGRAM / NO SPORT _____
(Parish) (Registrar Signature/Date)

Players exhausting all 3 parishes must contact Zone Registrar to enter Zone Pool for placement. _____
(Zone Registrar/ Date)

SUBMIT COPY TO CYO OFFICE, SUBMIT COPY TO ZONE, SUBMIT COPY FOR PARISH

Player Certificate

2718 W. Woodlawn Ave * San Antonio, Tx. 78228

THIS IS TO VERIFY THAT: _____, attempted to register
(PLAYER'S NAME)

at _____ in the _____ Division for _____,
(PARISH) (DIVISION) (SPORT)

But his/her team was FULL / NO PROGRAM / NO SPORT. _____
(Home Parish Registrar/Date)

Since a team is not available he/she is given permission to attempt to register at one of the below parishes:

_____ FULL / NO PROGRAM / NO SPORT _____
(Parish) (Registrar Signature/Date)

_____ FULL / NO PROGRAM / NO SPORT _____
(Parish) (Registrar Signature/Date)

Players exhausting all 3 parishes must contact Zone Registrar to enter Zone Pool for placement. _____
(Zone Registrar/Date)

SUBMIT COPY TO CYO OFFICE, SUBMIT COPY TO ZONE, SUBMIT COPY FOR PARISH



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228

(210) 734-2620, Extension 116



Player Protest Form

Date: _____

Time: _____

Location: _____

Home Team: _____

Head Coach: _____

Email: _____

Phone Number: _____

Visiting Team: _____

Head Coach: _____

Email: _____

Phone Number: _____

Team Protesting: _____

Player Participation

OR

Player Eligibility

	Full Name	Comment
1.		
2.		
3.		
4.		
5.		

Home Team Signature

Visiting Team Signature.

Official or Site Coordinator

Official or Site Coordinator Signature

Results: _____

Name

Signature

Date



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228

(210) 734-2620, Extension 1116

TEAM ROSTERS



Circle ONE Sport: VOLLEYBALL - SOCCER - FLAG FOOTBALL - BASKETBALL - TRACK - SOFTBALL - BASEBALL										
Circle ONE Division: TOT - TINY - PEEWEE - MITE - CUB - JUNIOR						First Year Second Year Third Year	MALE - FEMALE			
Parish:						Inter-Parochial Zone:				
Nickname of Team:						Date:				
PLEASE PRINT ALL INFORMATION										
NOTE: DESIGNATE PREVIOUSLY REGISTERED PLAYERS BY PLACING AN ASTERISK(*) BEFORE NAME								GF or PC	P A R I S H	S C H O O L
NOTE: DESIGNATE 2ND OR 3RD SPORT BY PLACING 2ND OR 3RD										
NOTE: PARISH & SCHOOL NUMBERS MUST CORRESPOND WITH NUMBERS ON PARISH/SCHOOL LETTERS										
		2ND/3RD								
	PLAYER'S NAME	SPORT	ADDRESS	ZIP	PHONE	DOB		NUMBER		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
STAFF							DATES OF			
	COACH'S NAME	POS.	ADDRESS	ZIP	PHONE	CREDITED		BGC		
1		H.C.								
2		A.C.								
3		A.C.								
4		A.C.								
5		T.M.								

**ROSTERS WILL BE CONSIDERED INVALID IF NOT FILLED OUT CORRECTLY AND COMPLETELY
INVALID ROSTERS WILL CONSTITUTE OF A RESTRICTED TEAM**



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228

(210) 734-2620, Extension 116



Roster Adjustment Form

Date: _____

Zone: _____

Registrar: _____

Sport: _____

Email: _____

Minimum Allowed: _____

Maximum Allowed: _____

1. Range must be within 2 players.
2. Minimum range can not go below City minimum.
3. Maximum range can not go above City maximum.
4. Teams within this range can be categorized as "Team Full"

Registrar Signature

Athletic Director Signature.

Results:

Denied

/

Approved

Date

CYO Athletic Director Signature



Catholic Youth Organization

2718 W. Woodlawn Ave - San Antonio - Texas - 78228

(210) 734-2620, Extension 116



Rule Protest Form

Date: _____

Time: _____

Location: _____

Home Team: _____

Head Coach: _____

Email: _____

Phone Number: _____

Visiting Team: _____

Head Coach: _____

Email: _____

Phone Number: _____

Team Protesting: _____

Description (include pg number and details of infraction)

Signature

Official or Site Coordinator

Official or Site Coordinator Signature

Results: _____

Name

Signature

Date

CYO AGE DIVISION 2011-2012

Ages		Division	Year	Born on or between the following ages
*17	16	Junior	3rd Year	September-December, 1994 January-August, 1995
	15		2nd Year	September-December, 1995 January-August, 1996
	14		1st Year	September-December, 1996 January-August, 1997
*14	13	Cub	2nd Year	September-December, 1997 January-August, 1998
	12		1st Year	September - December, 1998 January-August, 1999
*12	11	Mite	2nd Year	September-December, 1999 January - August, 2000
	10		1st Year	September - December, 2000 January-August, 2001
*10	9	PeeWee	2nd Year	September-December, 2001 January-August, 2002
	8		1st Year	September - December, 2002 January-August, 2003
*8	7	Tiny	2nd Year	September-December, 2003 January - August, 2004
	6		1st Year	September - December, 2004 January-August, 2005
*6	5	Tots	2nd Year	September-December, 2005 January - August, 2006
	4		1st Year	September-December, 2006 January - August, 2007 (or Younger)

****May turn this age during current activity year if Birthday is after August 31st**

CYO year: September 1st- August 31st

Sport	Registration Closing Day	Practice Starting Date	Commitment Date	Season Starts	Season End	Playoffs	Registration Rosters due	Replacement Deadline	Audit for Playoffs due	Coordinator / Coaches Meeting
Soccer	Aug. 7 th	Aug. 8 th	Aug. 25 th	Sept. 9 th	Nov. 3 rd	Nov. 4 th - Nov. 13 th	Aug. 29 th - Sept. 1 st	Oct. 3 rd	Oct. 24 th - Oct. 26 th	Oct. 27 th
Flag Football	Aug. 7 th	Aug. 8 th	Aug. 25 th	Sept. 9 th	Nov. 3 rd	Nov. 4 th - Nov. 13 th	Aug. 29 th - Sept. 1 st	Oct. 3 rd	Oct. 24 th - Oct. 26 th	Oct. 27 th
Volleyball	Aug. 7 th	Aug. 8 th	Aug. 25 th	Sept. 9 th	Nov. 3 rd	Nov. 4 th - Nov. 13 th	Aug. 29 th - Sept. 1 st	Oct. 3 rd	Oct. 24 th - Oct. 26 th	Oct. 27 th
Basketball	Oct. 30 th	Oct. 31 st	Nov. 10 th	Dec. 2 nd	Feb. 12 th	Feb. 13 th - Feb. 19 th	Nov. 16 th - Nov. 21 st	Jan. 3 rd	Feb. 6 th - Feb. 8 th	Feb. 9 th
Track	Jan. 29 th	Jan. 30 th		Mar.	Mar. 16 th	Mar. 17 th Mar. 18 th	Week before Zone Meet			March 15 th
Baseball/ Softball	Feb. 26 th	Feb. 27 th	Mar. 15 th	Mar. 30 th	June. 10 th	June 11 th - June 17 th -	March 19 th - March 22 nd	May 14 th	June 4 th - June 6 th	June 7 th

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

THESE DATES ARE SUBJECT TO CHANGE PER THE DIRECTION OF THE CYO OFFICE