

Archdiocese of San Antonio Policy and Procedures Manual



2017-2018

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General Disclaimer: The CYO office may change or modify these Policies 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

CYO Athletics, Inc. oversees the CYO athletic programs for the Archdiocese of San Antonio. Through local Catholic Parishes and Catholic Schools, CYO offers baseball, softball, soccer, volleyball, flag football, basketball, [track, recreational cheerleading and cross-country/5k running programs](#) to the youth of South Texas. This Ministry has been in existence since 1945 and is offered at the Parish/School level, which is driven by Catholic principles and discipleship. 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/School through the lessons learned while participating in 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, mission statement and the organizational structure of the CYO program
2. Financial Procedures for the Zones, Parishes and School programs
3. Operational Procedures for the Zones, Parishes, Schools and Executive Council
4. Sports programming

CYO Athletics Mission

As an outreach Ministry 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.

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 ***includes:***

Inviting all Catholic participants, youth and adults, to share in the life of their faith of their Parish/School through their CYO program and become involved in their Parish/School by attendance, religious education and formation programs. Establishing a working relationship between the Parish Pastors/School Principals, the Parish/School and the Parish/School CYO community.

Encouraging ethical and moral behavior through the sports activities in 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 Ministry throughout the Archdiocese. The CYO Office will provide oversight and direction as needed for all Parishes/Schools and Zones. The CYO Athletic Director will implement and manage Policies & Procedures in this Manual, the published Sports Rules and when rules not specifically covered are in question. The CYO Athletic Director will also make all necessary and justified changes within the CYO Policies and Procedures as well as the published Sports Rules in order to protect the integrity of the program.

Currently, there are 48 Parishes and Schools that participate in the CYO program and more Parishes and Schools are being added; these will be announced. The 48 Parishes/Schools are arranged into three 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/School CYO.

The CYO Office which consists of the CYO Athletic Director, CYO Program Development Specialist and CYO Associate Sports Coordinator oversees the operation of the CYO Ministry. 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 in addition, oversees all grievances and concerns and adjudicates them. The CYO office also reviews all of the rosters, makes schedules, coordinates mandatory coach's certification, and is responsible for the City Play-offs.

The CYO Office appoints the Executive Council which serves as the CYO Director's advisors. The Executive Council, whose authority is derived from the CYO Office, is called into being by the CYO Director and given its mission to advise the CYO Director in areas of finances, policy, development and strategic planning.

An Executive Council shall be established to serve as a consultative body to the CYO Director.

Executive Council – Zone Presidents, one additional Zone Board Member and up to two Zone Liaisons appointed by the CYO Office.

- a. All members must be reviewed and approved by the CYO Director.
- b. Zone Presidents unable to be present at the Executive Council meeting may request presence from another Zone Officer.
- c. The Executive Council, will meet as needed to discuss important issues, as well as to conduct necessary hearings.
- d. In the event of a Hearing, the decisions of the Executive Council are final. Minimum of five members of the Executive Council must be present at a meeting to constitute a quorum. A minimum of five eligible members will render a decision during the Hearing in which the Zone President that has ties to the appeal will not sit as a voting member.
- e. The Executive Council shall rule on all appeals rendered by the Zone Board based on the published Sports Rules and Policies and Procedures. The procedures for presenting an appeal are:
 - i. a request in writing directed to the CYO 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 Parish/School 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 - 210-734-2620

I. Financial Procedures for the CYO program - The CYO office uses QuickBooks 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 Office will issue financial statements at least monthly to the Zones. The Zone's team 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.

A. Zone Financial Procedures

1. The Zone is considered a financial pass thru as it only collects money to fund the playing of the CYO sports program. 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 identifier. 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. **Team fees** - the fees charged by the Zones to the Parishes/Schools per team. The amount of the team fee per team is determined by the Zone budget to cover the costs associated with operating the games during the sports season. Generally the team fee budget is determined by using these costs associated with organizing the games for the Zone:
 - a. commitment fee – advanced payment due at Zone Commitment if charged by Zone
 - b. umpires – amount determined by City Contract and division of team
 - c. scorekeepers – amount determined by City Contract and division of team
 - d. trophies for Zone championship - \$25 max per team if coordinated by the Zone
 - e. supplies (as requested in the budget) – Zone expenses (\$25 max per team if coordinated by the Zone – includes all supplies and equipment)
 - f. schedule fee - \$10 per team
2. The Zone submits to the CYO office the total team fee per team times the number of teams at City Commitment. The CYO office will then immediately invoice all Parishes/Schools for team fees. Prior to the opening day all team fees must be paid in full. The Zone will allow the Parishes/Schools to pay after this date under special circumstances as determined by the Zone. Please contact your Zone within one week prior to the opening date to discuss these options. If the Parish/School does not contact the Zone within in this time period to discuss the financial options; then all team fees are due prior to the opening date. These fees can be paid by cash, check, mail order, or credit card. This will be deposited in the CYO Athletics account for the benefit of the Zone. Penalty for non-payment – Zone may choose to forfeit games played while team fees are still outstanding and/or restrict team as they deem appropriate.
3. **Entrance fees** - for Zone hosted events 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 Wednesday.
4. **Concession stands revenue for Zone operated events and Zones responsible for concessions:**
 - a. All money collected must be deposited with the CYO office within 24 hours after they are collected or if this falls on a weekend then the money must be deposited by Wednesday.
 - b. **No Outside Food and Drink allowed in CYO facilities:** Concessions revenue directly goes to support the Zone/Parish/Schools and help to provide equipment, maintain facilities and off set expenses.
5. **CYO sponsored Tournament entry fees** - for Zone operated site and Zones responsible for tournaments: All the revenue and fees must be deposited with the CYO office within 24 hours after they are collected or if this falls on a weekend then the money must be deposited by Wednesday.

C. Zone Expenses (All contracts must be approved by the CYO office and only the Archdiocese is authorized to execute contracts on behalf of CYO Athletics, Inc.)

1. **Umpire/score keeper expenses** - CYO Athletics will contract with the appropriate umpire/scheduler/scorekeeper vendors for all Zones/Parishes/School. The payment of these fees will be the responsibility of CYO Athletics. Payment will be issued from each respective Zone Trust Account and the CYO Athletic Director will review invoice and/or schedule for accuracy prior to payment. CYO Athletic Director will consult with each Zone to confirm amount paid is correct and accurate. A W-9 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 contracted with CYO Athletics for umpire/scorekeeper services, this person may not hold any CYO officer position (i.e. Zone/Parish/School Board Members and Zone Liaisons) as this is a conflict of interest.
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 out of respective Zone Trust Account. 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 team fees. 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 team fees per the stated budget of the Zone. All bills must be addressed to the CYO Athletic office.
5. If the Zone goes over budget for the sports season, the CYO Athletics has the option to re-charge the Parishes/Schools on a weighted basis to correct the shortage.
6. The Zone financial position at the close of the sports season should be at a zero, or as close to a zero, difference of the starting budget. **Starting budget should not exceed \$10,000.**
7. All purchases at the Zone level must come thru the CYO Athletic office.
8. CYO Athletic registration cost payable to the CYO office:
 - \$13 per player – soccer, volleyball, flag-football, basketball, softball, baseball, cheer and cross-country/5k.
 - \$4 per player – track

D. Parish/School Financial Procedures

1. The CYO office is recommending that all Parish/School CYO programs use the Parish/School bookkeeping systems thru QuickBooks Accounting software.
2. The Parish/School CYO may not have its own tax ID # and must be operated with the authorization of the Parish pastor and/or School Principal and all checking accounts, and savings accounts must have the Parish/School bookkeeper and Pastor/Principal as signers on the account. The CYO program must be in the name of the Parish/School for all of its financial dealings and may not have its own identity. Parish/School Officers may not be signers on the Parish/School CYO Accounts (Checkbooks and Savings).
3. Concession Workers must be at least 16 years old.
4. Concession Workers must not be related when working together unless approved by Parish Pastor or School Principal.

E. Parish/School revenue sources - The Parish/School 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/School registrar and treasurer and it is overseen by the Parish/School bookkeeper. The registration fee may not exceed \$100.00 per child per sport.
2. **Payment Policy** - The registration fees are due at the time of registration; the fees are to be paid in full upon registration. The Parish/School CYO may give scholarships/grants to offset registration fees; however, the CYO Parish/School program must have sufficient money available to afford this. The scholarships/grants must be budgeted prior to the start of the sports season and the scholarship/grant recipients must have the permission of the Parish Pastor or School Principal.

3. Registration Fee & Uniform Fee Refund Policy:

<u>Reason for Refund:</u>	<u>Refund Amount:</u>
a) Player drops prior to Zone Commitment night	Full Refund less \$10 administrative fee
b) Player drops between Zone Commitment night and the season start date	50% of registration fee
c) Player drops after season start	No refund
d) Team does not form	Full refund

NOTE: These fees are to be refunded as soon as possible but no later than two weeks after any of the above situations occur. Parents must be informed at registration of refund Policy.

- i. If a uniform is purchased and then a cancellation per the Refund Policy occurs, the uniform may be returned for a full refund at the programs discretion. If the program accepts uniform returns 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/School has the option not to refund the money for the uniform to the parent.

4. **Entrance fees** - if the Parish/School is in charge of the event the Parish/School may charge the adults and child/children an entrance/gate fee. The money collected should be overseen by two people independent of each other. This money should be counted and reconciled by using CYO Reconciliation Form and signed by Parish/School Treasurer and gate/concession worker. This money should be deposited in the Parish/School CYO bank account within 24 hours after they are collected, if this falls on a weekend then the money must be deposited by Wednesday. (See CYO Reconciliation Form)

5. Concession stands revenue and expenses:

- a. If the Parish/School is in charge of the concession stand, all money and expenses should come thru the Parish/School CYO account and overseen by the Parish/School treasurer and reported to their Parish/School.
- b. **No Outside Food and Drink allowed in CYO facilities:** Concessions revenue directly goes to support the Parish/Schools and help to provide equipment, maintain facilities and off set expenses.

6. **Uniform fees** - the Parish/School will charge a separate fee for uniforms up to \$40 per sport. The parents must be informed of this fee prior to registration.

7. **Parish/School fundraisers** - must be approved by the Parish Pastor and/or School Principal 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 Pastor and/or School Principal. All revenue and expenses must be accounted for thru the Parish/School bookkeeper.

F. Parish/School expenses

1. **Umpire/scorekeeper expenses** - No umpire/scorekeeper or scheduler are to be paid at the Parish level.
2. **Trophies:** Parish/School level trophies may be paid for from the Parish/School CYO money.
3. **Miscellaneous items:** other items will be approved by the board and a check request will be submitted for payment thru the CYO Parish/School treasurer. The CYO patch is included in miscellaneous expenses. These items must be within the CYO Parish/School budget.
4. The Parish/School 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.
5. If the Parish/School is associated with athletic sites, the Parish, School and Zone should first schedule their games at the Parish/School in order to assist the Parish/School in supporting their programs.

G. **Facility Improvement/Re-imbursement Fee**- will not be included up front in team fees. Each Zone will be allowed to determine if the needs of their Zones will support a fee for facilities or re-imbursement. It is the responsibility of each Zone to ensure they have adequate facilities and enough facilities to utilize and facilitate their season. Zones may choose to have a fee to assist Parishes/Schools with facilities as long as all of the following guidelines are followed:

1. Fee will need to be reviewed and approved by CYO office

2. Fee will need to be voted on yearly by each Zone with 2/3 majority vote by Parish/School Presidents. CYO office will need to be made aware of vote and provided official minutes as documentation.
3. Further evaluation of fee will be completed for out of Zone teams as deemed necessary by the CYO Office.

H. **Accounting of the money for the parents, Parishes, Schools and Zones** - Any CYO participant can request a financial statement of the CYO Parish, School, Zone and CYO office by contacting the **CYO Office at which point we will forward your request to the appropriate entity.**

II. Operational and Administrative Procedures (Parish, School & Zone will use Robert Rules of Order when applicable)

A. **Parish/School CYO Governance** - These Policies and Procedures will govern all Parish/School CYO programs first. Parish/School will be allowed to utilize their Constitutions & By-Laws provided to them and approved by the CYO Office.

1. Any amendments recommended by the Parish/School Board to help strengthen, and not conflict the provided Policy and Procedures and/or Constitutions & By-Laws must be submitted to the CYO Office by the first Friday in October.
 - a. Amendments not turned into CYO Office by the above dates of the current sport year will not be recognized.
 - i. **Penalty** – Any Parish/School following an unrecognized Policy & Procedures will be placed on a 1 year probation and all teams from Parish/School will be restricted from City Playoffs until the following Sports year.
2. CYO Parish/School 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 published Sports Rules.
3. The CYO program, at the Catholic Parish/School level, is authorized by the Parish Pastor or School Principal. The Pastor/Principal does this by signing and stamping the **Parish/School/Zone Officer Form** and submitting it to the CYO Office. This remains in effect unless the Pastor or Principal revokes the program.
4. The CYO Parish/School sport's program is authorized to participate in the CYO program by the CYO Athletics' office. The basic requirements for the Parish/School to participate in the CYO program are as follows:
 - a. Have one or more teams.
 - b. Have a certified coach and team minister for each team from your Parish/School.
 - c. Have a minimum of 3 volunteers from the Parish/School to staff the CYO Parish/School board.

B. **Parish/School CYO Officers**

1. The CYO Parish/School Board duties are to run the sports programs at the Parish/School, and rely on volunteers who are elected or appointed officers.
 - a. It is recommended that the Parish/School Executive Board consist of the following officers:
 - i. President
 - ii. Vice President (VP)
 - iii. Secretary
 - iv. Treasurer
 - v. Athletic Director (AD)
 - vi. Registrar
 - vii. Parish/School Sports Minister
 - b. The Parish/School Executive Board should hold at least two meetings per quarter and be sufficiently organized to be accountable to the Parish/School, the Pastor/Principal 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 Pastor/Principal appoint officers whom they feel are qualified

- to run the CYO Parish/School Program or be highly involved throughout the election process. All Parishioners/Parents interested in holding an officer position must fill out ***CYO Officer Questionnaire Form*** and present to their Pastor/Principal by the end of April or get written approval from Pastor/Principal to serve on CYO Parish/School Board.
- d. Should the Pastor/Principal choose not to appoint Board Members, the Parish/School CYO program shall elect by voting the officers for a two year period, and the officer periods shall be staggered so that a minimum of three positions are elected each year.
 - i. Elect or appoint the officers of the Parish/School for two year periods and the office periods shall be staggered (***year ending in an even number:*** president, treasurer and registrar; ***year ending in an odd number:*** VP, AD, secretary and Parish/School sports minister).
 - e. An individual may not serve any more than 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 Athletic Director.
2. **The elected/appointed officers must:**
- a. Be an active Parishioner/Parent for that Parish/School
 - b. Have approved questionnaire signed by Pastor/Principal or written approval
 - c. Must be known by the Parish/School as an honest, ethical individual
 - d. Be "In Good Standing" with all Parishes, School, Zones and CYO Office
 - e. Be a current Certified Coach
 - f. 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
 - g. Attend the training sessions offered during the year by the CYO office.
3. The voting process consists of 2/3 majority of the Parish/School Board to elect Officers; the CYO Parish/School Board will complete the ***Parish/School/Zone Officer Form*** and notify the CYO office of the slate of officers. The newly elected officers must be in place by July 1st.
4. The CYO Parish/School Board Officers who are "In Good Standing" are entitled to one vote per motion.
5. A 2/3 majority vote is needed to pass a motion.
6. Newly appointed or elected officers shall begin fulfilling their duties on July 1st.
- a. Any time a Parish/School CYO Board is modified, a new updated ***Parish/School/Zone Officer Form*** must be re-submitted electronically.
 - i. **Penalty:** Parish/School will be considered "Not in Good Standing" and all Parish/School teams will be restricted and ineligible to participate in City Playoffs.
7. 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. **CYO Parish/School Board** - CYO Parish/School Board has right to allow additional duties to these positions as needed
1. **President** - The President of the CYO Parish/School Board leads the committee by performing the duties below:
 - a. Promotes the CYO in the Parish/School
 - b. Informs the Pastor/Principal of the status of their program
 - c. Assists in recruiting coaches and volunteers
 - d. Is responsible for conducting committee scheduled meetings
 - e. Is responsible for managing all facets of the Parish/School CYO program
 - f. Prepares the agenda for the meeting
 - g. Serves as the primary liaison with the Zone officials and their CYO community
 - h. Participates actively as a Parish/School team leader
 - i. Submits the required reports to the Parish/School office and CYO office
 - j. Assists in preparing the Parish/School budget
 - k. Approves the check requests prepared by the treasurer
 - l. She/he shall not sign any checks or have access to any money of the CYO Parish/School program unless authorized by the Pastor/Principal

- m. Other duties may be added by Parish, School, Zone, or CYO Office
2. **Vice President** - The Vice President of the CYO Parish/School assists the president in his/her duties. The Vice President will assume the president's duties should the president step down, be removed or resigns.
 - a. **Aid registrar in tracking and entering coach certification dates into Sports Pilot.**
 3. **Registrar/Co-Registrar** - Both Registrar(s) are responsible for processing the registration of children in the Parish/School CYO program by performing the duties below:
 - a. Works with the President in communicating the program activities to their communities
 - b. Keeps track of the registered numbers to report to the Parish/School and CYO office
 - c. He/she is responsible for completing registration for all teams
 - d. Checking birth certificates
 - e. Verifying player eligibility (**Parishioner/Student/Boundary/Other**)
 - f. Ensuring all rosters are complete in SportsPilot (*includes Coaches Certification Date*)
 - g. Submit all documentation to the City, Zone and coaches
 - h. Other duties may be added by Parish, School, 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/School bookkeeper
 - c. Track all expenses for the Parish/School CYO program
 - d. Submits check requests to the Parish/School bookkeeper for payments
 - i. No treasurer can sign checks unless authorized by the Pastor/Principal
 - ii. All money is held in the Parish/School general account and check requests are made via the Parish/School bookkeeper
 - e. Produces the Parish/School budget
 - f. Coordinates the budget with the President and Athletic Director to make sure the CYO program is financially viable.
 - g. Other duties may be added by Parish, School, Zone or CYO Office
 5. **Secretary** - Is the official recorder of the organization by performing the duties below:
 - a. Keeping appropriate documentation.
 - b. Maintains official records for Parish/School CYO Program
 - c. Takes accurate and thorough minutes of all official meetings.
 - d. Other duties may be added by Parish, School, Zone or CYO Office
 6. **Athletic Director (AD)** - The Parish/School 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/School 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, School, Zone or CYO Office
 - g. **Responsible for ensuring scorebooks and gym surveys are turned in timely as determined by the Zone.**
 7. **Sports Minister** - The Parish/School shall have an elected Sports Minister to assist the CYO Office in the organization and formation of Parish/School Sports Ministers. This person shall:
 - a. Seek to create in the Parish/School, a CYO community that is open hearted, prayerful, and supportive of all children and adults.
 - b. Communicate Parish liturgy, faith formation, and service opportunities to the CYO community.
 - c. Insist that the CYO program integrate itself into full partnership with other Parish/School ministries.
 - d. Be a model of Christian behavior in word and action.
 - e. Provide assistance to CYO families in crisis by guiding them to resources within the Parish/School.
 - f. Encourage teams to participate in special Parish, School and local community events.
 - g. Meet at the beginning of every sports year with the Pastor/Principal to identify their goals and expectations for the CYO program and schedule CYO Masses for the sports year.

- h. Meet with the Director of Religious Education in August to make sure that wherever possible, there is no conflict between CYO practices and games, and the schedule of religious education classes. Identify dates for sacraments and mandatory religious education activities for children so that “no play” dates can be requested for affected teams.
 - i. Turn in a brief report to the Zone Minister at the end of each sports season with some victories of sportsmanship and unexpected challenges that occurred at the Parish/School during that time.
- 8. Site coordinator (may vote during their respective season)**
- a. Appointed by Parish/School 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. Works with and reports scores to Parish/School/Zone AD
- 9. Parish/School Sports Commissioners (may vote during their respective season)**
- a. Appointed by Parish/School President
 - b. Visit venues for events of the sport
 - c. Members of Parish/School Executive Council
 - d. Participate in Grievance Hearings or Appeals
 - e. Works with Site Coordinators and Athletic Director
- D. Zone CYO Governance** - These Policies and Procedures will govern all Zone CYO Boards first. Zones will be allowed to utilize their Constitutions & By-Laws provided to them and approved by the CYO Office.
1. Any amendments recommended by the Zone to help strengthen, and not conflict the provided Policy and Procedures and/or Constitutions & By-Laws must be submitted to the CYO Office by the first Friday in October.
 - a. Amendments not turned into CYO Office by the above dates of the current sport year will not be recognized.
 - i. **Penalty** – Any Zone Board following an unrecognized Policy & Procedures will be placed on a 1 year probation and further penalty if deemed appropriate by CYO Athletic Director.
 2. CYO Zone 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 published Sports Rules.
 3. **Purpose of the Zone CYO Board:**
 - a. Oversee the operations of the sport’s programs for their assigned Parishes/Schools.
 - b. Meet at least two times quarterly
 - c. To pass any motion you must have a quorum and a 2/3 majority vote of the voting members present.
 - d. No Zone can vote to not participate in City Playoffs.
 - e. No Zone can accept a Parish/School Team from another Zone to play with their Zone without the approval of the CYO Athletic Director.
 - f. Be sufficiently organized to work with city schedulers, officials and arrange for site rentals.
 - g. Are directly overseen by the CYO Athletics’ office
 - h. All Zones must follow the published Sports Rules as approved by Executive Council Rules Sub-Committee.
 - i. The meeting dates and locations will be posted on the Archdiocese of San Antonio web site and the Zone board will notify its members within 30 days of the next board meeting.
 - i. Zone Secretaries are responsible for communicating all meeting dates, times, and locations to the CYO Office.
 - j. The CYO Athletic Director has the right to review newly elected Zone Leaders for possible discussion, probation or removal.
 - k. By the May meeting, an election committee must be assembled from the body of the members (Parish/School Presidents) from the Zone of at least 3 members.
 - l. By the June meeting, elections must take place. The Zone Board cannot vote and there is a one vote

- per Parish/School in Good Standing. There must be a 2/3 majority to vote on each motion.
- m. Installation of the officers shall be on July 1st.
 - n. 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.
 - o. Any disciplinary actions/complaints/concerns about board members, coaches, players, parents or volunteers as related to the Parish/School CYO sports program must be submitted on a *Grievance Form* to the Zone via email or writing within 10 days of the incident. The Zone will direct the Parish/School CYO board in the procedures to follow.
 - p. All Zone revenue must be deposited with the CYO office every Wednesday. Please refer to the financial procedures section for additional procedures.
 - q. **Zone fee schedule is due to CYO office by City Commitment night**
 - r. The Zone's agenda for the board meetings should include items such as; CYO ministry, talking to the Parishes/Schools about participation in 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

1. The Zone Board consists of the
 - a. President
 - b. Vice President (VP)
 - c. Secretary
 - d. Registrar
 - e. Treasurer
 - f. Athletic Director (AD)
 - g. Zone Sports Minister
 - h. Parish/School Presidents from each Zone
2. The Parish/School Presidents 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. The officer periods shall be staggered so that a minimum of three positions are elected each year.
 - i. Elect officers of the Zone for two year periods and the office periods shall be staggered (**year ending in an even number:** president, treasurer and registrar; **year ending in an odd number:** VP, AD, secretary and Parish/School sports minister).
 - b. An individual may not serve any more than 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 Athletic Director.
3. **Selection of Officers**
 - a. The nominated officers must:
 - i. Be an active Parishioner
 - ii. Currently serving or served on a CYO Parish/School Board for a minimum of 2 years or at CYO Director discretion (Does not have to be consecutive)
 - iii. Must be known by their Parish, School and Zone as an honest, ethical individual
 - iv. Be "In Good Standing" with all Parishes, Schools, Zones and CYO Office
 - v. Be a current Certified Coach
 - 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.
 - b. Newly appointed or elected officers shall begin fulfilling their duties on July 1st.
 - i. Completed *Parish/School/Zone Officer Form* must be submitted to the CYO Office by July 1st electronically.

- 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. **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/School in their Zone to register for the CYO sports program
 - b. Promotes the CYO to the Parish, School and Zone
 - c. Communicates with the Zone Board and Parishes/Schools the status of their program
 - d. Responsible for conducting scheduled meetings
 - e. Preparing the agenda for the meeting
 - f. Serves as the primary liaison with the Zone officials and their CYO community
 - g. Participates actively as a member of the CYO Executive Council
 - h. Assuring timely submission of reports to the CYO office
 - i. Assisting in the preparation of the Zone budget
 - j. Approving the check requests prepared by the treasurer.
 - i. The President shall not have access to any money but may submit check requests to pay expenses.
2. **Vice President (VP)** – The Vice President assists the President in his/her duties. The Vice President will assume the President’s duties should the president step down, be removed or resigns.
3. **Registrar/Co-Registrar** - The Zone registrar(s) are responsible for performing the duties below:
 - a. Assist Parish/School Registrar(s) in ensuring all rosters are complete in SportsPilot
 - b. Coordinates and distributes the Zone pool players throughout the Zone
 - c. Notifies the CYO Parish/School Registrars when the programs or playing divisions have no sports or programs available for player participation
 - d. Assist CYO Office in verifying player eligibility
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 working directly with the CYO Office
 - b. Review the financial reports received by CYO Office with the Zone membership for accuracy.
 - c. With coordination of the Zone AD, drafts the budget for the computation of team fees
 - d. Collects gate and concession money from venues (if applicable)
 - e. Program funds must be turned into CYO Office every Wednesday.
 - f. Processes check requests to the CYO office
5. **Secretary** - Is the official recorder 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 and forwards minutes to the CYO Office.
 - d. Transfers to new (incoming) officer all official Zone records.
 - e. Other duties may be added by Parish, School, 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. Coordinates with the City Office to produce a schedule for all teams participating in the Zone
 - c. Works directly with all Parish/School Athletic Directors
 - d. Works with all Site Coordinators
 - e. Keeps an inventory of all Zone athletic equipment
 - f. Coordinates games, scorekeepers, and ensures the quality of the practice and game sites in collaboration with the Parish/School ADs and/or Officials’ Contractor and site coordinators.
 - g. This person should be willing to maintain regular communication with the CYO Athletic Director.
 - h. **Responsible for ensuring scorebooks and gym surveys are turned in timely as determined by the CYO Office.**

7. **Zone Minister** - The Zone Minister works closely with all Parish/School Sports Ministers and the CYO Office to:
 - a. Verify that all Parish/School Sports Ministers have had a meeting at the beginning of the sports year with their Pastor/Principal and Director of Religious Education to set goals, calendars, and CYO Masses for the sports year.
 - b. Act as resource for faith based issues that are presented to the Zone Board, and monitor the adherence to the CYO Mission in Zone Board decisions.
 - c. Each sports season, ask Parish/School Sport Ministers to record great moments of sportsmanship and unexpected challenges that occurred during that season. A short report of this information, compiled for the entire Zone and should be sent to the CYO Office at cyo@archsa.org
 - d. Other duties may be added by CYO Office
 8. **Zone Sports Commissioners** (may vote during their respective season)
 - a. Appointed by Zone President
 - b. Visit venues for events of the sport
 - c. Members of Zone Executive Council
 - d. Participate in Grievance Hearings or Appeals
 - e. Works with Site Coordinators and Athletic Director
- G. **Volunteer screening** - The following Policy has been derived from the Archdiocese Human Resources and Risk Management Departments for all volunteer at least 18 years of age:
1. Volunteers of the Archdiocese of San Antonio who directly minister, work or volunteer with minors and/or vulnerable persons must be screened and have Criminal Background Checks (CBC).
 2. Any person who does not submit to a required CBC will not be permitted to minister or volunteer.
 3. All volunteers within the Archdiocese of San Antonio will be screened every three years based on the date of their first screening.
 4. All volunteers undergo training (Protecting God's Children) to avoid sexual misconduct harassment.

III. Sports Programming

IV. Age Divisions (Date of Birth Ranges)

- A. JUNIOR: 9/1/2000 – 8/31/2003
- B. CUB: 9/1/2003 – 8/31/2005
- C. MITE: 9/1/2005 – 8/31/2007
- D. PEEWEE: 9/1/2007 – 8/31/2009
- E. TINY: 9/1/2009 – 8/31/2011
- F. TOT – 9/1/2011 – 8/31/2013
 - a. 3 year olds (9/1/2013 – 8/31/2014) Tot I Division Only (Soccer, Winter Basketball, Baseball)
 - b. 3 year olds (9/1/2013 – 8/31/2014) Tot Divions only (Flag Football & Track)

V. Sports

- A. Flag-Football (co-ed)
- B. Soccer (co-ed)
- C. Volleyball (Tiny division and above – Girls only)
- D. Boys Basketball (girls may play in a boys league without restrictions)
- E. Girls Basketball (Girls only)
- F. Track and Field (co-ed)
- G. Baseball (girls may play in a boys league without restrictions)
- H. Softball (Tiny division and above – Girls only)
- I. Summer Basketball (girls may play in a boys league without restrictions)
- J. Cheer/Recreational Cheerleading – (Co-ed) NEW PROGRAMMING
- K. Cross Country/5k (Co-ed) NEW PROGRAMMING

VI. Player Eligibility Guidelines (Must meet one of the following: A, B or C) (Children meeting two or more of the requirements can only participate in one CYO Parish/School Program throughout a period of one year, a home Parish/School 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 Archdiocese to play for designated Parish. Proof of residency must be provided. Proof of guardianship must be provided during an audit.
1. A family that resides in a Parish boundary with no active CYO program may register with an active CYO Parish/School program within their Zone.
- B. Parishioners** – Parent(s) or legal guardian(s) of registering child must be registered Parishioners for at least 6 months to play for designated Parish.
1. Parishioner - The family must have been registered at the Parish Office for at least 6 months, and meet minimum Parish requirements to be identified as a Parishioner.
 2. All Parishes CYO Programs will submit their *Parish Letter* with Pastors signature and stamp the Friday before each season begins.
 3. A family that is a registered Parishioner at a Parish that currently has no active CYO Program must register within their **A. Parish Boundaries**.
 4. A family that is a registered Parishioner at a Parish with an active CYO program but is unable able to be place on a team due to No Sport or No Team must register within their **A. Parish Boundaries**.
 - a. The Parishioner being referred must return back to the Parish they started the CYO Sports year in for the following participating sport.
- C. Catholic School** - Registering child or children attending a Catholic School are eligible to play for their Parish/School CYO Programs.
1. Catholic School CYO Program will submit their *Catholic School Letter* with Principal signature and stamp the Friday before each season begins.
 2. Students not able to be placed on their School Team due to No Sport or No Team must register within their **A. Parish Boundaries**.
 - a. The Student being referred must return back to the School they started the CYO Sports year in for the following participating sport.
 3. Siblings of Students enrolled in Catholic School CYO Program are allowed to play in the Catholic School CYO Program.
- D. No out of Zone play** will be allowed without approval from the CYO Office.
1. Any child unable to register by registration requirements must contact the CYO office for placement and approval.
No Program: is when a Parish/School has No CYO Program.
No Sport: is when a Parish/School has an active CYO Program but does not participate in the sport being currently offered.
No Team: is when a player comes from an active CYO Parish/School Program that does not have a team in the players division.

VII. Registration - Originates in a Catholic Parish/School which is a member of a geographically determined Zone (currently, there are three North, East and West).

- A. Procedures** - All sports official opening and closing registration dates will be published by the CYO Office. Under no circumstances will Parishes/Schools be permitted to close registrations prior to the published date(s). After the published closing date, player(s) may still attempt to register within their respective Parish/School. Any player registering after CYO Deadlines, lose their status of "returning players" and must be put in Parish/School Lottery. If players cannot be placed on Parish/School Team, their names are then forwarded to the Zone Registrar for placement.

1. Registrations will take place at the Parish/School following Player Eligibility Guidelines.
 2. Parish/School will advertise Registration dates prior to and during registration periods.
 3. Registration will be open to all eligible players.
- B. Individual Registrations** – Parish/School sponsored athletic programs will register participants according to the following rules:
1. All Parishes/Schools will be required to use online registration system Sports Pilot.
 2. Registration is good for one year beginning July 1st of the current activity year.
 3. **Age Verification** - a birth certificate, baptismal record or health department record is acceptable. Verification must be done at time of registration. Please be prepared to provide original document at registration and audits. **Once verified, registrar's must enter in Sports Pilot. Birth Certificate only need to be verified during the first registration for each participant.**
 4. **Resident verification** – 1 proof of residency must be provided. (Utility bill, bank statement, drivers license...etc.) Verification must be done at time of registration.
 - a. Residency will be verified (1) once at the time of registration for the 1st sport. Sports Year (2016-2017)
 - b. If family moves during the Sports Year (2016-2017) and wants to play for another Parish/School, residency will need to be verified again.
 5. **Guardianship** – Proof of Guardianship must be provided at registration and audit.
 6. **Player registration fee** will be payable as follows:
\$13 per participant per sports (exception: Track - **\$4** per participant)
 7. Any Parish/School found to have registered a youth into their Program and not have processed through Sports Pilot the Parish/School will be subject to probation and the child considered an ineligible player.
 8. Marriage disqualifies anyone from CYO Sports eligibility immediately.
 9. Player eligibility is limited to one CYO team per sport 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.)
 10. Younger player(s) may be placed in an older division. Written approval (**Play-Up Form**) from parent and Head coach are required for children playing up 2 divisions or more. The Parish/School cannot force a coach to accept a younger player. If a Parish/School 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.
 11. 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 CYO Office to verify the legal age or Player Eligibility of a CYO participant by producing documentation if necessary.
 12. It should be the responsibility of the Parish/School and/or Zone Registrar to establish eligibility of the player if requested in writing by the CYO Office.
 13. Rosters may only be reviewed by the CYO Office.
- C. Team Formation** - all players within a division will be randomly selected and placed on a team.
1. Lottery will take place in each division for:
 - a. New teams
 - b. Returning teams needing to fill slot
 - c. Late registrants, will be placed by Parish/School Registrar by team that would have had next choice in Lottery.
 2. Lottery Procedures:
 - a. All players will be assigned a number for selection.
 - b. Parish/School Board Member or Coach will choose a number that coincides with a Lottery Player.
 - c. A minimum of 3 board members (or 1 board member and all involved coaches) are required to be present for the Lottery to be valid.
 - i. No board members can conduct Lottery if they have any relation to teams within said Division.
- D. Returning Players** – **This is an Exception to Section C. Team Formation. Parish may use this exception to form teams if they choose. Only Boundary/Parishioner/School players are eligible for returning player status.**

1. If a Parish/School uses this exception to form teams, players registering before the deadline are allowed to be placed on same team of previous year with or without previous Head Coach.
 - a. No guarantees same team will form.
 - b. Parents not wanting their child on same team will automatically place their child in lottery.
 - i. There is still chance of child returning to team
2. Any spots open to complete the roster that do not include returning players must be filled by Lottery Players.
3. Players that register after the published registration deadline are automatically placed in Lottery, regardless if they are a returning player.

E. Team Rosters

1. Team Rosters will be completed in Sports Pilot, and must include all required information as per requested by the CYO Office. A copy must be made available to the Head Coach, and to the Zone Registrar.
2. Final roster once the season starts must have enough players to constitute a legal team **or the team is Restricted.**

F. Adding Players (Please use *CYO Add/Drop/Replacement Form*) Must use Add/Drop/Replacement form to add players during the published Add period and submit to CYO Office.

1. All Parishes/Schools have a two week period after the season start date to add player(s) to their team roster.

G. Dropping Players (Please use *CYO Add/Drop/Replacement Form*) Must use Add/Drop/Replacement form to drop players after season starts and submit to CYO office.

1. **Player Participation** - Player may be dropped for lack of attendance at practice and/or games, injuries, and ineligibility as indicated:
 - 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/School and/or parents regarding the situation and/or
 - ii. Have player (s) officialy dropped if warranted
 - b. If player is consistently absent from practice, the Head Coach may bring this issue to the Parish/School Board for review and possible removal from the team if deemed appropriate by the Parish/School Board.
 - c. If player has missed 3 or more consecutive games, it is the responsibility of the Head Coach to notify Parish/School Registrar for review and approval to allow this player to stay on the team. Failure to do so will result in team forfeiting every game after the 3 game absence has taken place "Ghost Player Rule".
 - d. Before any action is taken to drop players, parent(s) must be notified and must confirm drop. If parent can not be reached, written notification to parent must be provided to allow Parish/School President authorization to drop without any team penalties.
 - e. Official Drops must include the following signatures Parish/School President and Zone Registrar. The form must also include the Parent signature or notification from Parent. If the Parent is not available the Parish Priest or School Principal must sign.

H. Replacing Players - (Please use *CYO Add/Drop/Replacement Form*) Must use Add/Drop/Replacement form to replace players during the published Drop/Replacement period and submit to CYO Office.

1. All Parishes/Schools have an additional two weeks after the Add Period to Drop/Replace players on their team roster.

VIII. Affiliated Leagues and Restricted Teams

- A. When all possibilities have been exhausted in attempting to follow the published Division chart, approval may be granted to form a league affiliated with the CYO. This written approval must be given for each league in each sport. Parish/School intramural program (non-competitive) will be heartily approved.

- B. Restricted Teams will be determined by the CYO Office and/or Zone. Team may become restricted due to the following:
1. Team below minimum at Season Start
 2. Team falls below minimum at any time during the season
 3. Team not meeting required Registration Guidelines
 4. Non-compliance with Policies & Procedures and published Sports Rules if appropriate as determined by the CYO Office.
- These teams are considered Restricted Teams and will not advance into the Zone and City Playoffs. All Restricted Teams must follow registration Procedures.

IX. Select Players

- A. **Select Players do not have priority over Boundary/Parishioner/School Players. Once all Boundary/Parishioner/School Players that have registered on time have been placed on a team select players can be added to complete rosters if there is still space available.**
- B. All teams are allowed to carry select players. Select player is a player on your team roster that does not meet the published Player Eligibility Guidelines. A Parish/School **may** only use select players once they have exhausted all other means to meet Player Eligibility Guidelines.
1. No more than 2 select players per team – Tot – Mite I Divisions
 2. No more than 3 select players per team – Mite II – Cub Divisions
 3. This will apply to all sports except Track.

- X. **City Audits** – all teams are subject to a City Audit at any time during the current sport season. Any Parish/School/Zone Board Member or Head Coach may request a City Audit during the sport season by emailing the CYO Office at cyo@archsa.org. For a City Audit to take place, formal request must be received to the CYO Office no later than 14 days prior to the close of the regular season.

A. Audit Procedures

1. Provide the necessary paperwork to the CYO Office upon request:
 - a. Date of Birth Verification
 - b. Proof of Residency (acceptable forms include utility bills, Parish envelope, bank statement, current driver license or state identification card, voters registration card, automobile insurance, cellular phone bill, health insurance statement or lease agreement)
 - c. Approved Exceptions
 - d. Any other official documents as requested by the CYO Office.

XI. Zero Tolerance Act (adopted 2011 – revised 2017)

A. Coaches/Players/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, **scorekeeper**, 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 **scorekeepers** 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 or **scorekeeper** in an abrasive or negative manner at any time before, during, or after game to question or comment negatively

B. Game Officials – must pledge to live up to high standards of ethics and training

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 for observation and possible removal.
2. If, in the sole opinion of the official, the situation cannot be remedied by removal of offending person(s), the game will be stopped and the offending team will forfeit.
3. Encourage good sportsmanship by demonstrating positive support of all players, coaches, fellow officials, and CYO administrators at all times.
4. Ensure knowledge of rules of each sport officiated, and apply those rules equitably to all participants, teams, and coaches.
5. Will not allow personal friendships and associations to influence their decisions during a contest.
6. Refrain from the use of tobacco and alcohol products when in the youth sports environment.
7. Remember that youth sports are an opportunity for children to learn and have fun.
8. Place the children’s safety above all else.
9. Display patience and professionalism in the performance of their duties.

C. Consequences

1. Individuals who engage in the above behaviors will be subject to **immediate** ejection from facility/property.
 - a. **Individuals who engage in the above behaviors**, will be **automatically** suspended for **fifteen (15)** days from all CYO property and events. The suspension will begin **once advised by a league official of the suspension. This may occur verbally on site or with follow up communication from the Zone.**
 - i. Elevated occurrences may require a more severe penalty which will be determined, as appropriate, by the CYO Office and/or Zone Board. **Such occurrences may disqualify team from advancement to post season play (Zone Play-off and City Tournament)**
 - b. Individuals ejected from a second game within the same sport year (August – July) will **automatically** serve a 1 year suspension from all CYO property and events. This suspension will begin **immediately**.
 - c. If the ejected individual chooses not to leave facility/property when asked, the authorities will be called to have the individual removed.

D. Site Coordinator Responsibilities

1. Responsible for supporting game officials’ decision 100% by:
 - a. Removing coaches from games
 - b. Observing parents/spectators at all times
 - i. Making decision to remove parents/spectators when violating Zero Tolerance Act.
2. Cannot be performing any other onsite duties such as gate, concession, etc.
3. Any Zone Board member or any Parish/School Board member from host site that is present has the authority and responsibility to enforce the Zero Tolerance Policy.
4. All ejections are to be reported to the Parish/School and Zone for immediate review to determine if additional suspension is warranted. Report must be submitted via email to the Parish/School/Zone Board Members and cyo@archsa.org.

E. Abusive Behavior & Safety - 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.

F. Appeals Process - Appeal request for all suspensions with regards to the Zero Tolerance Act, must be submitted to the Zone Board by the affiliated Parish/School President within 48 hours of the occurrence. Parish/School CYO Program does not have the authority to overturn a Zero Tolerance suspension. Zone Board may decide to review the suspension if warranted. Suspension will remain in effect during the Appeals

Process. Zone Board decision after review will be final for all 15 day suspensions. If suspension is longer than 15 days (season long or 1 year suspensions) an Appeal may be brought before the Executive Council by the affiliated Parish/School President. Appeals request to the Executive Council must be submitted to the CYO Director within 48 hours of the Zone decision.

XII. Social Media – social media site is a public space, however we expect all to be respectful to all CYO employees, volunteers, officials, players and their families. Any person who uses Social Media to disparage the name or reputation of CYO Athletics, its practices or members will be subject to disciplinary action.

XIII. Coaches and Volunteers - The CYO Office has the responsibility to develop and to foster the Christian values to its athletic leaders (coaches, Parish/School/Zone presidents and athletic directors) which will enable them to be a positive role model and influence to the young people they serve through the Catholic Church in the CYO Sports Ministry.

A. Selection (Pre Evaluation) – steps

1. The CYO Athletic Program requires the service of volunteers and one of the leaders is the coach. The coach determines the quality of experience that our young athletes have with sports. The **Coach Expectation Sheet** is included in this manual. Coaches are selected at each Parish/School by the Parish/School President and Athletic Director.
2. Coaches will be required to sign the “Zero Tolerance Act”
3. **Minimum Age Requirements:**
 - a. **Head Coach:** 21 years of age
 - b. **Assistant Coach:** 18 years of age
 - c. **Jr. Assistant Coach:** 15 years of age – this coach must have parental consent and approval from the Parish/School President and Head Coach to act in this capacity. This coach must be directly supervised at ALL times (games, practices and other team events) by an adult certified coach on the official team roster. This coach will be allowed to interact and participate with the coaches and teams during practices and be allowed on the field/court during games as long as they have the appropriate Jr. Assistant Coach’s Badge.

B. Coaches Certification, Development & Responsibilities – 18 years of age and older

1. Pass **Archdiocese of San Antonio Criminal Background Check** submitted to the EApps database.
2. Complete the on-line Coaches Certification Course every three (3) years: cost \$24.95
3. Coaches Training Renewals - under development and anticipated starting in 2018
4. Complete the on-line Protecting Gods Children offered through the OVASE office.
5. Attend Sports Specific Training conducted by your Parish, School and Zone.
6. Attend Mandatory Meeting at end of each sport season, if advancing to City Playoffs.
 - a. **Penalty:** Team will not advance to City Playoffs. No Exceptions.
7. Be responsible and accountable for all information within the Policy and Procedure Manual, Handbook and Team Roster.
8. 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 **XIII** have been completed, volunteer will be permitted to coach in practices or games.
2. If volunteer has not completed **XIII** he/she will not be allowed to participate at any capacity involving youth.
 - a. Individuals not certified will not be allowed on the field, court or bench
 - b. All certified coaches must have valid Coach’s badge in visible sight of all players, officials, and spectators. Coaches without a badge or an expired badge cannot be with the team during game play.
 - i. **Penalty:** coach must leave the team area and not return until they are able to provide a valid Coaches Badge.

- c. Illegal use of badge – Using Certified Coaches badge that is not their own.
 - i. **Penalty:** Forfeit of all games played, suspended for a year and must complete a new Coaches Certification once suspension has been served.

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 Sports Minister (which can be one of the four coaches).
 - a. **Sports** Minister – each team must have a designated CYO Sports Minister whose duties are to provide leadership to the children of the team and their families in the area of integrating the Catholic faith into the sports experience. The minister will see to it that reverent prayer is conducted before and after every CYO game. In addition, with the support of the Parish/School Sports Minister and support from the CYO Office, the minister will assist the team in active participation in Parish/School and family faith activities. The moral compass followed by the team community will be determined by the tenets of Christian behavior and so this important position requires attention to the welfare of children and the appropriate behavior of the parents and coaches.
2. The minimum per team is one Head Coach and one Sports Minister. A Sports 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 suspended for 15 days from all CYO property and events (may not attend game even as a spectator).** A hearing may be held based on the severity of the violation. 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 Zone President and Athletic Director to resolve. (Any coach or spectator ejected must leave the entire facility).
4. **Any Coach, Sports Minister, Field Coordinator, Board Member, Player, Umpire, Scorekeeper or Spectator involved in an aggressive 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 the Zone President and Athletic Director to resolve. (**The offender must leave the entire facility**).
 - a. Involved in any aggressive physical contact
 - b. Verbal assault (refer to XI)

E. Dress Code - Coaches are to dress modestly at all times and must remain in acceptable coaching attire while conducting practice, coaching in games, and or scrimmages.

1. No tops that reveal undergarments or midriff, tops with spaghetti straps. No sleeveless shirts (Male Only).
2. Hats and visors must be worn facing forward at all times during games.

F. Physical assault of a game official or any other person - Any physical contact will be considered an assault.

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/School and Zone upon completion of term of penalty.

G. Good Standing

1. A **Zone/Parish/School board member or 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 **Zone/Parish/School** outstanding monies, equipment and/or uniforms.

H. Responsibilities - All CYO Coaches and Volunteers must:

1. Ensure safe competition
2. Ensure all players are participating in their appropriate age 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** - The Zone and Parish/School are responsible in the evaluation of all coaches. The Coach Evaluation Questionnaire is included in this manual. Upon completion, the evaluation is to be kept on file with the Zone President.
- J. **Other CYO Participants** - Adults, parents, players, siblings, and spectators 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. Zero Tolerance Policy will apply to them accordingly.
- K. **Christian Values Formation** - All Officers and Leaders in the athletic ministry of the Church (coaches, Zone presidents, and athletic directors) are strongly encouraged to participate in at least 10 hours of Christian values formation which may be provided by the Parish/School, the Zone or the CYO Office. Some examples of these opportunities are:
- a. Adult religious education courses and Bible study classes
 - b. Parish/School Retreats
 - c. days of recollection
 - d. Parish/School missions
 - e. Events offered by the Archdiocese
- 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.
 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 published on the CYO Website (www.archsa.org/cyo). 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.

XIV. 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 published CYO Sports Rules.
- B. **CYO Sports Rule Violations** - Violation must be addressed and rectified immediately between Head Umpire, Head Coaches and Site Coordinator 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 them the violated rule within the CYO Sports Rules. If the coach cannot perform this, it will be up to the official to support their 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 - \$25 fee**
 - a. Coach must fill out *Protest Form*, pay fee and submit it to the Zone Athletic Director
 - b. Zone Athletic Director will then set up a date, time and location for hearing within 7 days if warranted.
 - 2. **City Playoffs - \$50 fee**
 - 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 Zone Athletic Directors and make a ruling or if needed within 7 days.
- D. **Incident/Complaint Report** - Must be reported within 24 hours
 - 1. Any witness at time of incident/complaint has the option to submit a written report.
 - 2. Written reports will be reviewed and followed up by the CYO Athletic Director within 72 hours.
- E. **Injury Report** - Must be reported within 48 hours
 - 1. Any injury that occurred during a CYO game or practice will be reviewed by the CYO Office.
 - 2. Parent/Guardian may make a supplemental liability injury claim by going on-line to the CYO website (www.archsa.org/cyo) and following requirements to submit claim.
- F. **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:** Zone President and Zone Athletic Director will rule on Protest if Site Coordinator cannot make a ruling immediately after game. (Another Zone Officer can rule in place of any conflicts of interest). Appeals to CYO Athletic Director must be submitted within 48 hours.
 - b. **City Playoffs:** CYO Athletic Director will rule on Protest if Site Coordinator cannot make a ruling immediately after game.

XV. Emblem and Uniforms

- A. **CYO Patch**
 - 1. The CYO patch is the official emblem of CYO Athletics therefore must be worn. 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. Every player from team must have the CYO patch located on the same side of the uniform.
 - 3. CYO Patch may be screened on the uniform but must be the same size (2.5”) and color as the original CYO logo.
 - 4. If a team has reversible jerseys, it is only required to have the CYO Patch on the dominant color side of the jersey.
 - 5. If CYO Patch falls off during play, the player will be allowed to continue play for the remainder of present game.

6. All participating players on the roster must have their own CYO Patch at game/event time.

B. Uniform

1. Minimum Uniform Requirements:

a. ALL uniforms/shirts must have, at a minimum, the appropriate size number(s) as determined by each specific sport in the CYO Sports Rule and the CYO Patch. Color of the number(s) must contrast the color of the uniform and be easily identifiable.

b. We strongly encourage all uniforms to have the Parish name. If Parish name is used it must be on the front of the uniform.

c. Should there be a team name on the uniform you must have your Parish name and the Parish name must be larger than your team name.

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. If a team has a sponsor they must submit sponsors name on final roster, if sponsor is on the uniform it must be on the back of the uniform.

3. All team names must be submitted on final roster.

4. Eligible numbers and size specifications per sports can be found in the published CYO Sports Rules.

XVI. Zone Playoffs, City Tournament, League Formation, Tournaments and Awards

A. Qualification for the Zone Playoff and the City Tournament will not only be based on final standings but also on the ability of the team (coaches, parents, players and spectators) to adhere to the CYO Ministry Mission. Zero Tolerance Violations and other valid documented inappropriate behavior may cause a team to forfeit advancement into post season play. If any of the following occurs and is upheld by the Zone two (2) or more times the team will be ineligible for playoffs:

1. Coach, Player or Spectator Ejection/Suspensions

2. Conduct unbecoming a CYO Coach

a. As stated in Section XI. C. 1. a. i. (Elevated occurrences may automatically disqualify teams from post season play).

B. The CYO Office will determine the format, number of participants, dates and locations 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 published CYO Sports Rules. CYO Office will determine and announce format of playoffs during City Commitment. Trophies or awards for City Tournament will be furnished by the CYO Office. Awards (individual) will be presented to City Champion and City Runner-Up Team Members. Zone will determine their own playoff format, if needed, to qualify for City Playoffs and be responsible for trophies or awards for League play.

C. 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.

D. All Zones must send a representative to City Playoffs, unless authorized different by CYO Director.

E. If only one league is formed in any division on a city-wide basis, it must consist of at least four (4) teams.

F. During City Commitment Zones will declare if they have enough teams to form a legitimate four (4) team league. If not, negotiations will be completed so the teams they do have can play out of Zone.

1. Final decision if a team will play out of Zone will be made by the CYO Director.

2. Zone will not be allowed to exclude teams from other Zones from participating in their Zone

3. Facility Fee (if there is one), will be reviewed by CYO Director on a case by case basis and will be determined if it is appropriate to be charged. Many factors will be considered in making this decision including but not limited to:

a. Third Party Parish/School offering to foster/adopt an out of Zone Parish/School as their home team.

b. Financial stability of the Parish/School Program

c. Ability to offer a home field to the Zone that they are participating in

- G. Pre-Season, Holiday and Post-Season Tournaments** (section does not apply for Zone Playoffs): In order for these tournaments to be approved, authorized and sanctioned by the CYO Office the host location must submit a Parish or Zone Facilitated Pre-Season, Holiday and Post-Season Tournament Conditions and Acknowledgment Form which can be found online at www.archsa.org/cyo. All of the following requirements must be followed without exception:
1. All tournaments must be held in season of the respective sport
 2. All participants must be on a current CYO roster for that sport
 3. Open CYO tournament is allowable if they are on a current CYO roster for that sport despite of Parish affiliations
 4. All CYO Rules are to be followed with the exception of the following:
 - a. Player Participation
 - b. Minimum Play Requirements
 5. Since a team fee is already charged for participants the maximum gate charge will be \$2 for adults and \$1 for children (5-17 years of age) per guaranteed game (Example – 3 game tournament: the most that can be charged for entry fees / tournament pass will be \$6 for adults and \$3 for children)

XVII. Schedule, Scorebooks, and Lineups

- A. Open dates** - In drawing up schedules, each CYO Zone will request a letter from each Pastor/Principal stating “open dates” for the Youth of his Parish/School and the schedule of religious formation program classes. No CYO league activity may take place in conflict with the Parish/School religious formation program.
- B. Sunday games** - 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 2pm on Sundays. A Parish/School may start games as early as 1pm if they have the approval from their Pastor/Principal.
- C. School nights** - A school night is an evening followed by a school day. A 10:00pm curfew will be in all divisions on school nights. On the weekends the curfew is 11:00pm. An exception is allowed in CYO Baseball and Softball; however, no game shall begin after 9:00pm
- D. Rescheduling**
1. Once schedule is finalized and distributed, there will be “No Schedule Changes”, unless requested by Zone AD or Zone President and authorized by CYO Athletic Director.
 2. Rainouts
 - i. Written notification and confirmation must be recorded prior to rescheduling rainouts.
 - i. Coach and Parish/School Athletic Director
 - ii. 72 hours prior to rescheduled time
- E. 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:** up to a \$100.00 fine assessed to the Team’s Parish/School paid in full to host Parish/School, Zone or CYO Office.
 - a. 10 days to pay fine
 - i. Penalty: All Parish/School teams will be restricted from City Playoffs from current sport season.
- F. Scrimmages** - If a team does not have an enough players to play a legal game the team is still encouraged to show up at game time to avoid fine. **A Scrimmage game will be offered.**
- G. 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.)

- H. **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 players number, last name and first initial as they read from the Team Roster. Penalties – Will vary according to sport. (See published CYO Sports Rules).
1. All players on the official roster must be included on the line-up with player(s) absent, injured or sick being indicated.
 - a. Injured Player – A player that is not physically capable of participating and fully competing in a regulation game.
- I. **Holiday Rules** – if holiday rules apply in regards to the minimum number of players required to start and finished a game during a holiday weekend it will be specified in the published CYO Sports Rules.

XVIII. Lightning, Thunder and Adverse Weather Safety Policy

CYO Sports Rules are guided by NFHS when applicable with appropriate age specific adjustments in each sports. For this reason the “NFHS Guidelines on handling practices and contest during lightning or thunder disturbances” will guide the “CYO Lightning, Thunder and Adverse Weather Safety Policy” with specific CYO amendments as noted. Below you will find the NFHS Guidelines and CYO Amendments.

NFHS GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING OR THUNDER DISTURBANCES

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

PROACTIVE PLANNING

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for 30 minutes and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
4. Review annually with all administrators, coaches and game personnel.
5. Inform student-athletes of the lightning policy at start of season.

For more detailed information, refer to the “Lightning Safety” section contained in the NFHS Sports Medicine Handbook.

A. CYO Amendments to NFHS Guidelines:

1. NFHS lightning and thunder guidelines are to be followed for all practices and games
2. Game will be delayed **NO LONGER THAN 1 HOUR.**
3. Cancelled games will be made up, time/weather permitting, if game did not reach a point where the game can be considered a complete games as per CYO Sports Rules.
4. After the first signs of lightning and thunder, as outlined in NFHS Guidelines, 30 minutes delay will start. Each subsequent lightning or thunder activity will result in the 30 minutes delay starting over. If no other signs of lightning or thunder are present after the initial 30 minute delay the game may resume. If there is lightning or thunder after the start of the initial 30 minute delay that would cause more than a 1 hour delay the game may be cancelled.
 - a. Example
 - i. Delay @ 1:15 pm, subsequent lightning/thunder at 1:35 pm – continue to wait until 2:05 pm – if no more lightning/thunder play will resume
 - ii. Delay @ 1:15 pm, subsequent lightning/thunder at 1:35pm, subsequent lightning/thunder at 1:50pm. Delay now must go until 2:20 pm. This will result in more than a 1 hour delay. Game may be cancelled at the 1:50pm since delay will be more than 1 hour.
5. Site Coordinators are encouraged to use their best judgement to make decisions about current and future games. If there is adverse weather and or lightning and thunder presently in the area and the weather forecast and radars do not show any signs of getting better.
6. If there is no lightning or thunder but there is adverse weather site coordinator and officials' best judgement will be used to determine if a game will be delayed and/or cancelled. Site coordinator will need to factor in the safety of the players as well as field conditions, radar, standing water, drainage and facility evacuation concerns.
7. Delays and cancellations will be communicated and reported to each Zone as per usual Zone determined guidelines and protocol.