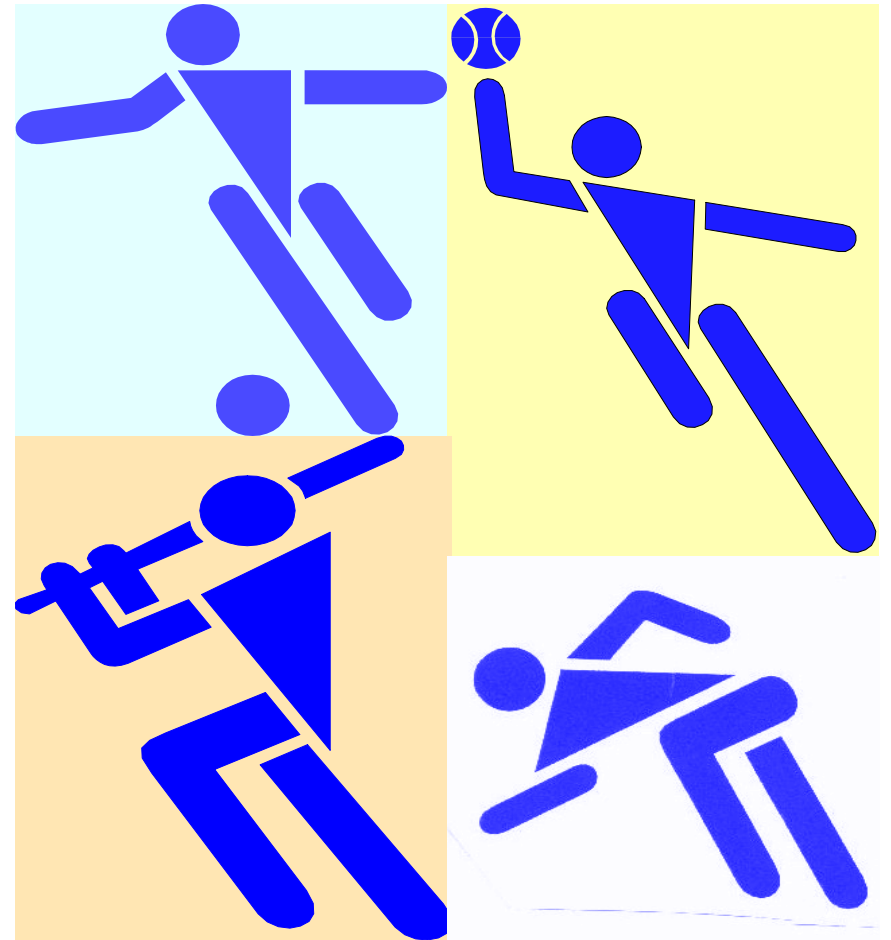




2008 - 2009 OYM / CYO *ATHLETIC HANDBOOK*



CYO
Coaching our kids to do their best, improve their skills, and display moral values.



7. **CLEAN UP:** Help keep the gym/field clean - make sure all trash is picked up. Remember no soda or food is allowed in most gymnasiums.
8. **KNOW THE RULES:** Do not assume you know the rules, either as a parent or a coach. The CYO provides all head coaches a copy of the High School Federation Rules governing his/her respective sport, as well as, a copy of the CYO Supplemental Rules for each sport. These rule books cover parent and fan conduct, as well as, the technical aspects of the game.
9. **PARENT AND FAN CONDUCT:** These games are being sponsored by the Catholic Youth Organization (CYO). We hope that as parents and fans you will conduct yourself in a Catholic/Christian manner, setting an example for the children who are playing the game. This means cheering for your child's team in a positive manner, no negative cheering toward your child's opponent, staying in the stands or in the designated spots on the sidelines, and refraining from verbally abusing the officials.

CYO PRAYER

*Lord, let all gathered here today know we do so in Your name, for unless
You build our house we labor in vain.*

*Allow us to understand the meaning of our participation in this CYO
activity; for Your children are a gift, the fruit of the womb is a reward.*

*Make us aware of our responsibilities to all, so we may grow and
develop in the full reality of Christian formation.*

*Grant us a personal acceptance of the
dignity of all individuals.*

*Above all, let us in all things demonstrate the true spirit of the "generous
winner" and the "gracious runner-up".*

In the Name of Jesus, we pray AMEN

CYO GUIDELINES FOR GYMNASIUM & FIELD USE

NINE STEPS TO GREAT PRACTICES AND FANTASTIC GAMES

1. **BE THERE TO GREET YOUR TEAM:** This gives you time to go over your game strategy and ensure that the team members have adult supervision. Make sure the parents know they cannot leave their children until you arrive. Ask parents not to drop off brothers and sisters because there is not adequate supervision.
2. **DO NOT ARRIVE TOO EARLY:** Arriving early does not mean starting early, since frequently there is another game before yours or the gymnasium/field is being used by someone other than the CYO. Please do not enter the gymnasium or use the field until the previous group has left. Wait quietly on the sidelines, in the hall or in the parking lot. If the previous group or game does run over their time, then wait until they are done and give us a call on the next working day.
3. **LEAVE ON TIME:** Frequently games are scheduled back to back and other non-CYO activities are scheduled back to back. Please be considerate of others, do not stay past your ending time.
4. **ONE TEAM/ACTIVITY TOO MANY:** On rare occasions the gym/ field is double book either by the CYO office, the school, or the county. If this happens peacefully decide who should be there and call us on the next working day. We will work it out.
5. **BE A GOOD GUEST:** Stay in the area that the CYO has rented for your use. Do not wander into other areas of the gym/ field. Do not use equipment that belongs to our hosts.
6. **MONITOR SIBLINGS:** Make sure your children who are not playing are properly supervised. Do not let them wander in the hallways, sit on stages, climb on closed bleachers, climb on or use equipment that does not belong to the CYO in gyms and on fields. (rebounders, portable baskets, batting cages etc.).

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edited: June 2008

CYO PHILOSOPHY

Many young people love sports. Playing sports, especially CYO sports is something young people love to do, they come ready to participate in sports programs. Youth ministry is reaching into the life of a young person and showing him or her the face of God. Youth ministry is interested in the total person. It reaches into young people's lives. Athletics are a vital and important component of Youth Ministry. As a form of Youth Ministry, CYO Athletics is an opening to young people's active participation in the Church. It Can be an effective influence in the formation of a young person's Christian value system and life style.

Faith cannot be separated from our actions. The Church sponsors athletic programs because the Gospel is meant to permeate every aspect of our lives, not just our Sunday "religious" lives. By attentive listening and with Christian conduct a coach, athletic director, or parent of a youth in CYO helps the young people in CYO to reflect on the action of God in the events of his or her life. Coaches and parents, by acting as role models Can assist young people in finding the answers in the light of the Gospel.

As a form of Youth Ministry, CYO Athletics calls for the best of athletic values and youth ministry in an integrated approach to the faith development of a young person. It puts youth into a relationship with believing adults, who through words and deeds share their faith. The church is not stepping beyond its boundaries by sponsoring athletic programs. On the contrary, it is stepping into the lives of young people and giving them the opportunity to discover the presence of God.

ALL ATHLETIC CORRESPONDENCE SHOULD BE ADDRESSED TO:

The Catholic Youth Organization
145 Taylor Street, N.E.
P.O. Box 29260
Washington, D.C. 20017 - 0260

OFFICE HOURS: Monday - Friday 9:00 AM - 5:00 PM

OFFICE PHONES & EMAIL

Receptionist	202 - 281 - 2460	
TBA	202 - 281 - 2464	
Mike Bond	202 - 281 - 2465	bondm@adw.org
Fax	202 - 281 - 2470	

OYM/CYO Web Site <http://www.washcyo.com>

TO REPORT SCORES CALL

202-281-2464 ext. 7

FOR INCLEMENT WEATHER CONDITIONS CALL

202 - 281 - 2464 ext. 1

(This private number is FOR COACHES ONLY!)

DO NOT GIVE IT TO PLAYERS!!!

DEBORAH A. MC DONALD	Executive Director
PAUL BOLLWERK	CYO Board Athletic Committee Chairperson
JOHN DIGIOVANNI	Director of CYO Athletics

IF THERE ARE ANY QUESTIONS OR DISPUTES CONCERNING THE INTERPRETATION OF THE CYO RULES OR ANY MATTER NOT COVERED IN THE CYO HANDBOOK OR SUPPLEMENTAL RULES, THE EXECUTIVE DIRECTOR WILL HAVE THE POWER AND RESPONSIBILITY TO MAKE THE FINAL DECISION.

- 6). If you are attempting to change from a one grade team selection process or some other hybrid process to an evaluation/tryout process; you must use at least a three (3) year test period in order to judge whether this process is going to work in your parish. Any form of change over is going to have some problems especially in the first year.

We are not saying this process works for everyone, but if you do attempt an evaluation/tryout process please follow the above guidelines which we hope will alleviate some of your post-evaluation/tryout problems.

RULES FOR INDIVIDUAL SPORTS

Suggested rule changes for individual sports are to be submitted, in writing, to the CYO Office by the deadline date (see calendar) set by the Director of CYO Programs. These suggested rule changes, are reviewed by the CYO Office and then presented to the parish delegates (commissioners) for a vote. Only parishes in attendance at the meeting can vote and only one vote per parish. It is strongly recommended that all coaches work through their delegate (commissioner) when dealing with the CYO Office regarding complaints or problems.

OFFICE PROCEDURES

All coaches should make every effort to contact their delegates to solve problems that occur in individual parish programs. In normal circumstances, if the parish delegate is not able to answer the question, the delegate should call the office. Only when a delegate cannot be reached should a coach call the office. When calling the office, please identify yourself, and the nature of your business; the CYO staff will make every effort to assist you.

FROM THE EXECUTIVE DIRECTOR

Dear Moderators, Delegates, Coaches and Parents,

Inviting young people into full and active participation in the life of the parish is at the heart of CYO Athletics. Fostering leadership skills, personal development, and teamwork are key elements of sport. CYO Athletics is an important component of Youth Ministry. Making the connection between physical and spiritual discipline, fellowship and parish life, individual initiative and personal faith is the goal.

The purpose of the CYO Athletic handbook is to assist individuals in understanding the underlying philosophy and nature of CYO athletics. I hope that you will find it a valuable aide in coordinating the athletic programs in your parish.

The Good News of the Gospel permeates all we do as members of the Body of Christ, including the athletic programs of the CYO. As followers of Christ, whether at work, study or leisure, we do all things with the desire to give God glory through the good use of the gifts he has given to us.

I commend the dedication and hard work of Thom Manco, who coordinates the CYO athletic programs of the Archdiocese his staff and all the volunteers who make CYO possible at the parish. May God strengthen and bless you in this important task.

Sincerely in Christ,

Ms. Deborah A. McDonald
Executive Director, OYM/CYO

Executive Directors of the Office of Youth Ministry/CYO

Rev. Msgr. Thomas B. Dade	1945 - 1950
Rev. Msgr. Edwin A. Lockett	1950 - 1954
Rev. Msgr. E. Carl Lyon	1954 - 1957
Rev. Msgr. William J. Awalt	1957 - 1979
Rev. Msgr. John J.ENZLER	1979 - 1990
Rev. John T. Dakes	1990 - 1995
Rev. Leroy Fangmeyer	1995 - 2001
Rev. Msgr Barry Knestout	2001 - 2003
Ms. Deborah A. McDonald	2003 - present

CYO SPORTS

Sports, under Catholic auspices do not primarily aim towards good sportsmanship, although this is an integral concern. CYO tries to fit athletics into the entire framework of total Youth Ministry and Christian spiritual formation. Producing championship teams and keeping young people occupied are not our foremost objectives.

This booklet is not intended to be only a book of playing rules and/or a schedule of activities. Supplemental rulebooks for each sport are published by the CYO each year. The primary purpose of this publication is to state the philosophy and spirit of the CYO. This handbook should be read by all coaches, delegates, athletic directors, and moderators active in the Archdiocesan CYO Program.

PURPOSE

The purpose of CYO Athletics is to provide and promote recreational activity, which, by its nature will lead toward the development of Christian ideals in the youth served.

There must be a difference in CYO sports, not only in promoting good manners and sportsmanship, but also in reaching for the spiritual ideals through sports.

1). The key, to any and all parish CYO functions, is communication. Make sure that the process has been thoroughly thought out and has been communicated to the **children and their parents**, far enough in advance of the process, so that all questions can be answered. The process should be done fairly, objectively, and consistently. It may be a process in which everyone might not agree with the results of the process; but no one should be able to dispute the process, itself.

2). All children in the age group that is being evaluated must be present at the time of the evaluation/ tryout.:

**Junior Varsity
Varsity**

**Sixth (6th) and below
Eighth (8th) and below**

In other words it is a mandatory evaluation for every child in each age group. This will not only allow you to select the Tournament or Mid-Atlantic teams but it will also allow you to distribute the talent evenly on the remaining teams if there is more than one. Even if there is to be only two (2) teams in an age group, everyone should be at the evaluation /tryout.

3). All of the coaches of all of the teams that are to be formed from this evaluation/tryout should be involved in the process. The delegate/commissioner should guide the evaluation/tryout along with one other member of the parish CYO board, athletic committee, or whatever governing panel your parish has in place.

4). **Do not allow exceptions, unless they are absolutely necessary.** This means do not allow exceptions before the evaluation/tryout or after the evaluation/tryout. The minute you allow an exception for a parent coach, a car pool, siblings, etc. you have now left yourself open for more problems, which then renders your process useless.

5). The evaluation/tryout process does not make anyone unchristian. It is merely an extension of the academic process; of placing children on their proper levels of ability, in the parish athletic program. If CYO boards have been empowered by the parishioners to run their CYO athletic programs, then the parents must be willing to abide by the processes the elected/ appointed governing bodies put in place.

JUNIOR VARSITY AGE GROUP (5th & 6TH GRADE)

Selection

Mix grades and have a try-out (evaluation)

Mid-Atlantic / Tournament

Soccer	14 - 15 best players on this team
Basketball	10 - 12 best players on this team
Baseball	13 - 15 best players on this team
Softball	13 - 15 best players on this team

If there are **two (2)** or more Tournament teams there should be an "A" team with the best players and a "B" team with the next best players.

Non-Tournament

Basketball	10 - 12 second best players on this team
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If there are **two (2)** or more Non-Tournament teams there should be an **even distribution** of the talent pool between the teams.

ROOKIE AGE GROUP (3rd & 4TH GRADE)

Selection

Mix grades and have an evaluation

Non-Tournament

If there are **two (2)** or more Non-Tournament teams there should be an **even distribution** of the talent pool between the teams.

SUGGESTED GUIDELINES FOR THE PARISH CYO TEAM EVALUATION / TRY OUT PROCESS

Due to the numerous telephone calls, letters, and meetings, the CYO Office of the Archdiocese of Washington has decided to issue the following suggested guidelines. If your parish is going to conduct evaluations/tryouts the following method should be followed as closely as possible to alleviate problems surrounding the results of this process.

Pope Paul VI said - "So be good sportsmen, dear sons and daughters; but be better citizens, with that equipment of virtues and qualities that make your existence fruitful and worthy. Still more, be excellent Christians who understand the value of life as the generous response to God, the Creator and Savior."

BILL OF RIGHTS FOR YOUNG ATHLETES

1. Right to participate in sports.
2. Right to participate at a level commensurate with each child's maturity and ability.
3. Right to have qualified adult leadership.
4. Right to play as a child and not as an adult.
5. Right of children to share in the leadership and decision making of their sport participation.
6. Right to participate in safe and healthy environments.
7. Right to proper preparation for participation in sports.
8. Right to an equal opportunity to strive for success.
9. Right to be treated with dignity.
10. Right to have fun in sports.

THE COACHES CERTIFICATION PROGRAM

ARCHDIOCESE OF WASHINGTON (ADW) CHILD PROTECTION POLICY

Fulfilling the ADW Child Protection Policy is currently the only mandatory certification that all CYO coaches (and all other volunteers who have substantial contact with children in CYO sports) must obtain.

All adults age 18 and over who have substantial contact with youth (such as coordinators of youth ministry, chaperones, youth ministry advisors, core team members, youth ministry volunteers and catechists, coaches and scout leaders) **MUST** be in compliance with the Archdiocesan Child Protection Policy.

This includes completing FBI and Maryland state background checks before volunteering or working with children (fingerprinting is offered at three locations in the Archdiocese; scheduling information is on the Child Protection page); reading the Archdiocesan Child Protection Policy; and attending a three-hour, practical child protection workshop called *Protecting God's Children* (by Virtus). More information is available on the CYO web site (www.washcyo.com) under the link to Coach's Certification.

1). Finger Printing Procedures

- a). Authorization Form – this must be completed prior to being finger printed and signed by the person who oversees the CYO program in your parish (pastor or principal).

2). Application

- a). **Application for Employment or Volunteer Services** must be on file with the Archdiocese Personnel Office. Please make sure you fill out all the blanks (**especially Site and Coaching**) and that the form is signed by the person who oversees the CYO program in your parish (pastor or principal).

3). Timing Issues

- a). All employees and volunteers must be fingerprinted and have their background check on file **within fourteen (14) days** of assuming a position (paid or volunteer) within the Archdiocese of Washington.

4). Attend an initial session of "Protecting God's Children"

- a). Watch videos regarding sexual abuse of children and join in discussion.
- b). Listen to the talk regarding sexual child abuse and join in discussion.
- c). Read the Child Protection Policy Book that is provided and fill out the form in the back of the book and send it to the proper designate for the Archdiocese.

5). (OPTIONAL) Take the on-line training course titled "Catholic Coaching Essentials" and "Sport Specific Courses through the National Center for Catholic Youth Sports found on the NCCYS website at <http://www.nccys.org/>.

Due to liability insurance requirements in dealing with the youth of today; we will enforce this rule and the rule that states all head coaches must be **twenty-one (21)** years of age.

In any age group where there is more than one division, a parish ***MUST enter a team in the HIGHER division before*** entering a team in the lower division. At the Varsity level and at the Junior Varsity level **SECOND** teams from a parish may be entered in either division. A second higher level team must be entered before a third lower level team can be entered.

The last paragraph of the rules was implemented to prevent teams from "playing down" in leagues where they do not belong for the sake of "winning a championship."

Once a parish has determined how many children are going to be in each age group and based on the aforementioned **rules** the following is suggested...

VARSITY AGE GROUP (7th & 8TH GRADE)

Selection

Mix grades and have a try-out (evaluation)

Mid-Atlantic

Soccer	14 - 15 best players on this team
Basketball	10 - 12 best players on this team
Baseball	13 - 15 best players on this team
Softball	13 - 15 best players on this team

If there are **two (2)** Mid-Atlantic teams, there should be an "A" team with the best players and a "B" team with the next best players.

Tournament

Basketball	10 - 12 second best players on this team
-------------------	--

If there are **two (2)** or more Tournament teams, there should be an **even distribution** of the talent pool between the teams. **There must be a second Mid-Atlantic team before a parish may enter a third tournament in this age group.**

The following is an excerpt from the CYO Supplemental Basketball Rule Book and comparable rules are found in all CYO Supplemental Athletic Rule Books for the various sports offered by the CYO...

The following are the different divisions for each league:

SENIOR	Mid-Atlantic
INTERMEDIATE	Mid-Atlantic (boys only)
VARSITY	Mid-Atlantic, Tournament
JUNIOR VARSITY	Tournament, Non-Tournament
ROOKIE	Non-Tournament

NON-TOURNAMENT DIVISION

There are **NO** trophies, awards, or championships in this division. *This division is for children who have never participated in the sport before, or who have one year experience or less.* This gives the child an opportunity to learn the game in a low-key, no-pressure to win atmosphere.

TOURNAMENT DIVISION

A team trophy will be awarded to the post-season double elimination tournament winner. All teams in each section qualify for the post-season tournament. In the Junior Varsity Leagues, *this division is for children who have some experience with the game, and those with average or better ability.* In the Varsity Leagues, this division is for a parish's **second or third** team.

MID-ATLANTIC DIVISION

A team trophy and individual player trophies will be awarded to the winner and second place team of the post-season single elimination city wide play-off. *This division is the championship division, for the better ball players. Top flight competition where a team's regular season record determines its play-off status. Play-offs determine the Archdiocesan champions, who will represent Washington in the Inter-Diocesan competition for the Mid-Atlantic Championship....*

RECOMMENDED CRITERIA FOR IN-PARISH CYO COACHES

The following criteria are set forth by the CYO Office as guidelines, for Pastors, Athletic Directors, and Youth Moderators in the selection of coaches for the parish. If the CYO program is to be more than a recreational program, and if it is to further the lives of young children and teenagers towards mature Christian Catholic adulthood, the selection of coaches becomes paramount to its success. Please consider the following criteria carefully in choosing your coaches. The goals and objectives of the CYO depend on it.

1. CYO coaches must be people of faith. They should be actively seeking a closer relationship with Jesus and a better understanding of His teachings.
2. A CYO coach must be willing to share his faith at appropriate times with his/her players through the spoken word, good example, loving actions, and prayer.
3. The CYO coach must have a deep commitment to the Church, its leaders, and its people.
4. Though it is not mandatory that CYO coaches be Catholic, it is strongly recommended that Sunday Mass attendance, involvement in parish activities other than athletics, and a good family life be a part of the regular life style of our coaches.
5. The CYO coach must see himself/herself as a Youth Minister involved in a process which challenges, enhances, enlightens, and strengthens.
6. The CYO coach must see beyond the immediacy of victories and defeats. He/she is able to see success as something more than a final score or team record.
7. The CYO coach must have an inherent love for children which always puts the individual child and his/her welfare above victory or defeat.

SAFETY AND LEGAL RESPONSIBILITIES FOR YOUTH VOLUNTEERS

This policy statement lists the duties and legal responsibilities of adult volunteers who work with youth groups and/or activities sponsored by the Office of Youth Ministry/Catholic Youth Organization of the Archdiocese of Washington.

TRANSPORTATION

The transportation of all participants involved in OYM/CYO activities is to be given serious consideration by all coaches and moderators in the Archdiocese. For example, only an adult (a person twenty-one (21) years or older) should be the appointed driver in **all** OYM/CYO sponsored activities. An adult known to be an unsafe driver (i.e., having several moving violations) should not be given the responsibility of transporting OYM/CYO participants. If the driver does not carry full automobile insurance, he/she should not be made the responsible driver.

Another issue of great importance is the safety of the vehicle. If it is known to be unsafe, the vehicle should not be used for transportation. The size of the vehicle for the number of participants is very important. Vehicles should not be overloaded! If at all possible, each passenger should have access to, and use, a seat belt. When driving to and from events, members of groups should travel together in order to have assistance available in the event someone encounters a problem.

Vehicles owned by a Parish (not a priest) are insured by the Archdiocese. If authorized for official CYO business, personally owned vehicles driven by the owner for CYO functions are insured by the owner as the primary coverage and by the Archdiocese for excess insurance coverage. Personally owned vehicles not driven by the owner may not be used for transportation to CYO functions. Commercial vehicles (company-owned cars, vans, trucks, etc.) may not be used for transportation to CYO functions.

EQUIPMENT

All equipment used must be kept in good working condition. Further, equipment must also be fitted and used properly. Equipment designed for another purpose should not be used improperly (i.e., using a chair as a ladder). All equipment, whether it be used for an athletic event or any other CYO/OYM activity, must be kept in good repair or the personal safety of those using it is compromised. In addition, all fields, gyms, and other facilities should be kept in acceptable condition to

CYO Age Category	Varsity	Varsity
CYO Division	Mid-Atlantic	Tournament
Eligible Age	14-under	14-under
Eligible Grade	8th-below	8th-below
Original / Current Intention	1. Better skilled 2. More experienced 3. Dedicated to im- provement	1. Lesser skilled 2. Less experienced 3. Social involvement
Developed Misconception	8th grade league	7th grade league
CYO Age Category	Junior Varsity	Junior Varsity
CYO Division	Tournament	Non-Tournament
Eligible Age	12-under	12-under
Eligible Grade	6th-below	6th-below
Original / Current Intention	1. Better skilled 2. More experienced 3. Dedicated to im- provement	1. Lesser skilled 2. Less experienced 3. Social involvement
Developed Misconception	6th grade league	5th grade league

RULES FOR THE PARISH CYO TEAM SELECTION PROCESS

The CYO is one of the few leagues that has a structure that provides two (2) skill levels of competition in each age group. The exception being the Cadet and Rookie age group (due to the children's young age and newness to the game) and the High School age group (due to the number of participants).

This was done to balance the age-old debate of participation versus competition. **This was not done to separate the teams by grade.** With two levels of play in the major age groups this allows both sides of the debate a measure of satisfaction. It allows the skilled children to play in a competitive environment and it allows the lesser skilled children to play in a less competitive environment.

Unfortunately, over the years a misconception has developed over the intent of having different divisions within a two-grade age group. In some parishes the conception has been that the teams should be divided along grade levels and that children should be allowed to play with their "friends/class-mates"; the inference here is that they should not have or be allowed to develop friendships with children in different grades. Another reason for this type of division is that it affords the parish a quick and less controversial team selection process. This does a disservice for the skilled players as well as the lesser skilled players. That was not the intent of the CYO. By dividing teams by grades it puts some teams on an "uneven playing field" and at a distinct disadvantage. More importantly it puts some children in a competitive environment that they are not equipped to handle; either skill wise or emotionally. It also puts both the skilled and less skilled children in an environment where they can become frustrated and discouraged.

The problem that most often arises in separating the children by skills is finding an objective system of evaluating talent; we think we have some good suggestions on the succeeding pages.

insure a safe environment for all participants. In football all helmets **MUST** be carrying the NOCSAE stamp of approval.

Inspection of Facilities: Another important aspect of insuring the safety of CYO contestants is a rigid inspection of the facilities and/or grounds to be used for the event. A room, gym or field with potential hazards should not be used and the problem should be reported to the proper authority as soon as possible which includes the athletic director or pastor. If no action is taken in a reasonable time, it should be reported to the OYM/CYO.

CHOOSING COACHES AND VOLUNTEERS

The choosing of coaches and volunteers is a difficult process because the choices are made from volunteers having a variety of experiences and qualifications. One important guideline is that head coaches be at least twenty-one (21) years of age and assistant coaches be at least eighteen (18) years of age.

In the sports programs, all coaches should have taken and passed the Coaches Certification course sponsored by the OYM/CYO Office. Coaches are also expected to take a CPR course if at all possible.

Chaperons: Choosing qualified chaperons for OYM/CYO events is extremely important. Chaperons should be at least twenty-one (21) years of age. The chaperons should be the eyes and ears of the person running the event. Problems or difficulties outside of the event or game itself; should be handled by the chaperon. It is crucial, therefore, that chaperons be chosen carefully and that they be fully familiar with all regulations and rules pertaining to the facility as well as the event.

SUPERVISION

During all programs and practices an adult should be overseeing the activities of the youths assigned to his/her care. The adult in charge should give the same care and attention to the youths as they would receive at home. Further, the moderator, coach or responsible adult should remain after the event until all participants have been picked-up by an authorized individual.

PARENTAL CONSENT

Parental consent is necessary for all participants in OYM/CYO activities. A youngster may not participate in any OYM/CYO sponsored activity without written permission from a parent or guardian. Consent forms should be provided for all activities and programs for all youth eighteen (18) years and younger. It is also necessary to inform the parent or guardian to pick up his/her child immediately following a

practice, meeting, game or any other gathering. The moderator, coach or responsible adult should remain after the event until all participants have been picked up. The importance of this matter cannot be stressed enough. It is the responsibility of the coaches and moderators to inform each parent or guardian clearly regarding all details.

PROPER INSTRUCTION

Proper instruction on the part of moderators and coaches regarding safety procedures is essential to the personal well being of all participants in OYM/CYO activities. The proper methods for using equipment and adhering to OYM/CYO rules; is also of primary importance to the safety of all participants. Training programs sponsored by the parish and the Archdiocese are strongly encouraged to insure proper procedures for all programs.

THE INJURED YOUTH

Of the several million youth injured in sports programs each year, approximately 80% are initially seen and given first aid by a coach or adult volunteer. Unfortunately, less than half of these adult volunteers have had athletic first aid instruction. The purpose of this section is to help prevent athletic injuries and to deal with them effectively when they occur.

Before youngsters participate in youth activities, they must be in good health. Therefore, each youngster should have a medical examination before the season begins. The exact nature of this examination will vary depending on the age of the athlete and the sport involved. The yearly examination most youngsters receive will be enough for many sports. Most doctors will be happy to provide a note stating the health of the individual. For some sports, a specific pre-participation examination may be required with special forms and parental permission slips. The exact type of examination athletes need is best decided by the sponsoring youth organization with appropriate consultation from physicians.

If a team travels, parental permission is necessary for the care of the child in case of emergency. Doctors cannot treat an injured child without parental permission.

Athletes who are ill should not be certified to play in sports, until, they are cleared by their physician. Minor colds may not be a reason to withhold an athlete, but fever, vomiting, diarrhea, muscle aches, or other serious illness should be. Allowing sick athletes to participate may well prolong their illness or even make it worse.

returned. Players should be listed on the roster alphabetically by last name. Please use the three part roster forms provided by the OYM/CYO; this will allow the parish to keep the pink copy for their records and the OYM/CYO can keep the white and yellow copies for their records. All player registration forms MUST be turned in at this time. Only those participants whose forms are submitted to the OYM/CYO office and who are listed on the official roster are eligible to play. Registration cannot be done through the mail.

Each sport will be given a roster deadline/closeout date. This will be the last day on which a player may be added to the team roster. A maximum of two (2) additional players may be added after the original roster turn-in date. After the deadline/closeout date, rosters will be closed and no other name can be added.

WITH THE ADVENT OF ON-LINE REGISTRATION FOR THE 2004—2005 CYO BASKETBALL SEASON . THE SECTION ON INDIVIDUAL AND TEAM REGISTRATION PROCEDURES WILL BE UP-DATED.

ONCE THE OYM / CYO GOES TO THE ON-LINE REGISTRATION PROCEDURE, THERE WILL BE NO FURTHER USE OF INDIVIDUAL REGISTRATION FORMS OR A NEED TO SUPPLY SOCIAL SECURITY NUMBERS.

INDIVIDUAL AND TEAM REGISTRATION PROCEDURES

Team Registration

To enter a team in the CYO League, a parish MUST submit a "blue" team registration card; listing the parish, the year, the sport, the division, the coach's name with phone numbers and e-mail address. Deadlines for blue cards are indicated on the CYO calendar, well in advance of the particular sport's season. The team franchise fee must accompany the blue card or they will not be accepted.

This procedure will allow the CYO staff enough time to properly prepare league schedules.

Blue cards are available through the OYM/CYO office. Registration will not be done over the phone.

Individual Participant Registration

The CYO provides a specific form that each participant must fill out to participate in CYO athletics. The registration form is only required once per school year for each participant. The form is divided into two parts, each of which must be filled out completely. The top portion is a three-part medical emergency form (for the three CYO athletic seasons) and is for the parish CYO to keep and give to the in-season coach in case of a medical emergency. The lower portion is the player registration and limitation of liability form. This comes to the CYO office at the time of team roster turn-in. The registration card must be signed; by the parent, the guardian, or the custodian of the child in two places. The lower portion also requires the **participant's** social security number. The CYO uses the social security number strictly as a computer identification number and for no other purpose. Participants will not be allowed to participate unless the form is COMPLETELY and PROPERLY filled out before turning it into the CYO Office.

The OYM/CYO suggests that each parish hold its own registration, and have participants bring in birth and/or baptismal certificates to verify information listed on the Player Registration Form.

Team Rosters

The coach and/or parish representative will turn in all rosters on the date specified for their sport. All rosters must be printed or typed. Rosters MUST contain all the necessary information, if not they will be

FIRST AID

It is important to have a well thought-out "game-plan" for dealing with injuries. Coaches should have a first aid kit. They should know where the nearest phone is and how to get an ambulance. They should know first aid and who to send for if help or assistance is needed to attend an injured player. The middle of an emergency is no time to realize you do not know who or how to call for help.

Before the season begins, coaches should:

- A. Have parental permission forms for medical attention if necessary.
- B. Have a supply of the proper change, in order to use a pay phone in case of an emergency.
- C. Obtain the telephone numbers for the emergency services in your community and put them in your first aid kit
- D. Discuss your emergency plan with your assistant coaches and your athletes so everyone knows what to do.
- E. Inventory the first-aid kit upon receipt and plan to add more band aids and other items which will be needed more frequently, especially cold packs.
- F. Make provisions to have drinking water available during events held in hot weather.

Transporting an Injured Participant:

Transporting injured athletes may not present much of a problem. They may be running around, howling, and holding a stepped-on finger. Athletes with more serious injuries, however, or with minor injuries of the lower extremities may need assistance in getting to a medical facility. If there is any doubt about the seriousness of the injury or how to transport the athlete correctly, **WAIT** for professional medical help to arrive. Unstable fractures and especially head, neck, and back injuries require special training and equipment for proper transport.

DO NOT move an athlete with a serious head injury or suspected neck or back injury! Improper transport can result in a more serious injury... perhaps permanent paralysis.

Do not move an athlete with a fracture unless it has been splinted first. Again, if there is uncertainty about how to do this, wait for qualified help. If an athlete has a minor injury to a lower limb, he/she can usually be carried or helped by teammates under proper direction. Be sure the recruited help is strong enough for the job. Never allow athletes to attend an injured player or help in any way unless the helper has had specific instruction to do so. Injured players are the coach's responsibility, not the other athletes. Make sure everyone on the team understands this.

RESPONSIBILITY OF A CYO COACH

TO GOD

- To teach his/her players to develop positive attitudes towards their opponents and to see Christ in one another.
- To teach his/her players to acknowledge that their talent comes from God.
- To set example by leading his/her team in prayer before the game and in thanksgiving after the contest.
- To set an example by worshiping with the members of his/her team during the course of the season and continuing to practice his/her religion throughout the year.

TO HIMSELF

- To realize that a coach's actions speak louder than his/her words. At all times, the coach must be the master of the situation and not let the situation master him/her.
- To realize that sportsmanship is contagious. It is difficult for spectators to boo and hiss when they see the coach behaving with dignity, courtesy, and good manners toward the opponents and officials.
- To set a good example in his/her dress, his/her speech, and his/her actions. It is impossible for a coach to be a "do as I say but not as I do" individual.
- To constantly strive to improve his/her knowledge and technique by attending clinics, making use of professional literature, and pursuing advanced study.

TO THE PARISH

- To assure the parish that he/she will provide equal opportunity for participation to all who indicate the desire to play.
- To inform the parish of the necessity of safety measures regarding physical examinations, proper and sufficient equipment, transportation, and adequate supervision during contests.

9. **An Official's judgment is not grounds for Protest.**
10. The decision of the protest may be appealed, in writing, directly to the CYO Executive Director, c/o the CYO Offices. The appeal must be postmarked within **thirty-six (36) hours** of the original denial and must be submitted with an **additional fifty (\$50.00) dollar fee.**

Inclement Weather Policy

Since each sport has a different number of divisions, districts, and play-off (tournament) procedures; it is imperative that the athletic directors, delegates, and coaches are aware of the inclement weather policy for each individual sport.

Please read your supplemental rule books so that there will be no misunderstanding regarding make-up games for regular season and play-offs.

Exemptions

1. Player exemptions to CYO Eligibility Rules are to be submitted in writing to the CYO Office. Please refer to the Supplemental Rules for exact dates for each sport.
2. No request will be considered unless it contains the signature of the Head Coach, the Parent of the child, the Delegate, and the Athletic Director or Youth Moderator.
3. All facts must be clearly stated. Information should include the sport and team involved, the full name of the player, date of birth, grade, athletic ability, and the specific CYO rule for which the exemption applies.
4. Exemption requests must contain in detail the reason why the committee should allow an otherwise ineligible player to participate.

EXEMPTIONS WILL ONLY BE ALLOWED IN UNUSUAL SITUATIONS, ALL COACHES SHOULD BE VERY CAREFUL TO EXPLAIN THIS TO PLAYERS AND PARENTS INVOLVED.

These eligibility rules are for all sports. Refer to the supplemental rulebooks for each sport for additional eligibility requirements. Please read all eligibility rules in this booklet and in the supplemental books for each sport carefully, so that no misunderstandings about eligibility will come up throughout the year.

Protests

1. Protests based on CYO rule violations are to be filed or postmarked with the CYO Office in **writing** within seventy-two (72) hours following termination of a league game being protested.
2. All facts must be clearly stated. Information should include the site, date, full names of both teams, time of the game when the protest occurred, names of the officials, the specific rule protested, and the particulars of the incident.
3. No protest will be considered unless it contains the signature of the Head Coach, the Delegate, and the Athletic Director or Youth Moderator.
4. No protest will be considered unless it is accompanied by a **fifty (\$50.00) dollar fee**. If the protest is upheld the fee will be returned.
5. The protest is to be mailed or delivered to the Catholic Youth Organization Office in the Office of Youth Ministry. Attention: Director of CYO Activities.
6. Whenever a matter of protest arises during a game, the coach of the team making the protest, must make an announcement to the Game Officials and opposing head coach as follows:

A. BASKETBALL -	On the next dead ball
B. BASEBALL/SOFTBALL -	Before the next pitch
C. SOCCER -	On the next dead ball
D. TRACK -	At the conclusion of the event
7. At the time the protest is made it must be noted on the official score sheet (if applicable) and on the officials game card.
8. In order to assure the continuance of play the decision of the referee or umpire shall be final. On questions of interpretation of rules or laws of the game; a protest may be made, but the officials' decisions must be accepted while the game is in progress.

TO THE PLAYER

- To be primarily responsible for the health, physical well-being, safety, and development of values, character and leadership.
- To establish high standards of conduct and behavior and to tolerate nothing else. These high standards of the team, the parish, and the coach cannot be compromised in order to win.
- To establish the tradition of good sportsmanship as a prime objective of everyone. The coach should never criticize a player publicly, or in the presence of the team.

TO THE PARENT

- To assure the parent that he is primarily concerned with the safety and protection of his/her child.
- To assure the parent that he is vitally interested in the development of the child as an individual, and as a team member.
- To inform the parent that he/she should refrain from interfering during practice or contests.

TO THE OPPONENTS

- To endeavor to establish the best of relationships with the other team, regardless of the degree of rivalry.
- To insist that his/her team shake hands with their opponents before the contest and behave with courtesy at all times.

- To set the example of good sportsmanship by having the opposing coach and team publicly demonstrate their mutual good will at the end of the game.
- To set the example of good manners by having the winning coach and team make the initial overture.
- To never embarrass a colleague by deliberately running up a score.

TO THE OFFICIALS

- To be business-like at all times in dealing with officials. The coach must have self-control and sufficient emotional stability to realize that the official sees the play through impartial and unbiased eyes.
- To maintain a clear understanding regarding the procedure to be followed in an on-the-spot interpretation, if it is necessary.
- To refrain from any criticism of the officials at the end of the contest and address his/her comments to the Officials Association through the CYO Athletic Director.
- To never direct criticism of the officials to the players or spectators under any circumstances.

TO THE SPECTATORS

- To set the climate of behavior for the spectators.
- To demonstrate, through his/her own behavior, that he/she values self-restraint, fair-play, and sportsmanlike conduct, while in no way lessening the importance of his/her team's winning the contest.
- To assume responsibility for the conduct of the followers of his/her team and to exert every effort to assure their proper and sportsmanlike behavior.

GENERAL CYO RULES

1. **"CUTTING"** IS DISCOURAGED in any CYO program. The emphasis in CYO is **participation**. Every effort, that is economically feasible, must be made to ensure participation for each child who comes out for the sport.
2. **SPORTSMANSHIP** is the keynote of any athletic program. It is more important than winning. Our program depends on it, and we should never lose sight of the fact that we are organized primarily to develop Catholic leaders and to set a good example, while maintaining a competitive spirit.
3. **UNSPORTSMANLIKE CONDUCT** as determined by the CYO Office Staff may be grounds for probation, suspension, or removal of the coach, forfeiture of the game, and/or other penalties (See Rule I, Coaches Conduct). Every effort should be made to keep from "running up the score or embarrassing an opponent". (See also the Supplemental Rules for your particular sport). This is in direct conflict with the goals of the CYO.
4. **SPECTATORS** must be kept under control by the coach. The razzing of the officials, opponents, and coaches must be prevented. Insulting remarks made by spectators, coaches, or players to any opponent or official in the program (either the game officials or the CYO representative) will be reported to the CYO Office. Each coach and moderator should do his/her utmost to foster a sportsmanlike influence among the participants.
5. **ALCOHOLIC BEVERAGES, BEER, WINE, MARIJUANA, AND OTHER ILLEGAL DRUGS** are forbidden at CYO game sites. This rule extends to all parking lots and other church or public grounds. This will be cause for immediate suspension of the participant from the CYO Program.

Eligibility

1. In all leagues, any baptized Catholic child, or non-Catholic child attending a Catholic school is eligible to participate. A non-Catholic child attending a Catholic school, must play for the school he/she is attending; unless they do not field a CYO team in his/her age division.
2. If neither the parish nor the school has a team in his/her age division, a player may play for the next closest parish that has a team in his/her age division after getting approval from the CYO Office. A player playing with another parish due to the above circumstance, must be treated as any other player from that parish. The only distinction allowed is a moderate increase in the parish participation fee.
3. A player who moves or changes schools or parishes during a CYO sports season will only remain eligible with the team he/she registered with originally.
4. No player may play in two divisions of the same sport. No girls are permitted on boys' teams and no boys are permitted on girls' teams. (Not applicable to Cadet 1 Soccer)
5. All ninth (9th) graders; in middle school, junior high school, or high school, who play for their high school's varsity, junior varsity, or freshman team is not eligible to compete in the CYO program in that sport during the school year.

All eighth (8th) graders; in middle school, junior high school, or high school, who play for their school's varsity team and that team consists of or can consist of players in grades 9 – 12 are ineligible to compete in the CYO program in that sport during the school year.
6. The burden of responsibility for a player's eligibility rests with the Coaches, Delegates, and Moderators in each parish.
7. Eligibility is verified by submitting a copy of a Catholic Baptismal certificate for Catholic children or a letter, on school letterhead, signed by the principal for non-Catholic children attending Catholic school. A verified Baptismal certificate is good for life. The school letter must be submitted each school year.
8. **ANY EXCEPTIONS TO THE ABOVE RULES MUST BE APPROVED BY THE CYO. (See Rule V, of this Handbook).**

GENERAL CYO ATHLETIC RULES

Coaches Conduct

1. **PROBATION** - A coach may be put on probation by the CYO Office at any time. Cause may include, but is not limited to: abusive language, poor sportsmanship, running up a score, inability to control his/her team and/or the spectators and ejection from a CYO game.
2. **SUSPENSION** - A coach may be put on suspension by the CYO Office at any time. If a coach on probation does not improve his conduct, he/she will be suspended immediately until a hearing can be conducted. The coach will be given every opportunity to justify his conduct. The length of the suspension will depend on the action involved.
3. **PERMANENT EXPULSION** - Incidents involving conduct of a serious nature could result in permanent expulsion from CYO coaching and possibly result in criminal charges being brought against the coach. Examples would include but not be limited to the following:
 - A. Drinking or using drugs during practices, or on the way to, from, or at games.
 - B. Knowingly allowing players to drink or use drugs during practices, or on the way to, from, or at games.
 - C. Reckless or careless driving to and from games.
 - D. Physical abuse of players, spectators, or referees during a game (starting a fight, hitting or punching an opponent, coach, or referee).
4. A coach suspended in a season who, after returning to his team, breaks another rule, which would warrant suspension, will be expelled from coaching in the CYO.
6. **SMOKING** is not permitted at any time in any building which the CYO uses. If the coach or spectator needs to smoke, they must leave the building or go to the designated smoking area. Additionally, proper coaching etiquette precludes smoking while in direct contact with players, or during the game itself, at the game sites or in practice situations.
7. **SUPERVISION** of team members by an adult is required if they come early or stay later than their scheduled game time. (In case of injury, the local hospital may refuse admission to any youth not accompanied by someone twenty-one (21) years of age or older.).
8. **PHYSICAL EXAMINATIONS** should be required of all players by each parish before they are allowed to participate in CYO sports activities.
9. **KNOWLEDGE OF RULES** is the responsibility of each coach. Each coach should make a special effort to master the rules for the sport he/she is coaching. Rules governing protests, eligibility, registration, etc. will be **STRICTLY** enforced.
10. **SPONSORSHIP OF PARISH TEAMS** Sponsorship will be allowed with the following restrictions:
 - A. Teams may have the sponsor's name on the back of their game uniforms as long as the letters do not exceed four (4) inches in height. The parish/school name must be prominently displayed on the front of the game uniforms.
 - B. The CYO places no size restrictions, regarding a sponsor's name on warm-up suits, jackets, or sweat suits that are worn over the game uniforms but not worn during the game or competition itself.
 - C. The sponsor must be approved by the pastor of the parish and the OYM/CYO Office. The approval of both must be in writing and on file in the CYO Office.

In all areas of Rule 1, the coach will be notified in writing, and can appeal this action within thirty (30) days. A copy of the notification will be sent to the appropriate pastor.