

STRUCTURING A PARISH CYO ORGANIZATION

I. There are several types of structures for parish athletic programs ...**CLERGY INVOLVEMENT IS A MUST**

A. Large

1. Representatives from various CYO activities
 - a. Soccer
 - b. Scouts
 - c. Football
 - d. Basketball
 - e. Cheerleading
 - f. Baseball
 - g. Softball
 - h. Intramurals
 - i. Clergy
 - j. Teens
 - k. Young adults
2. Rotating Officers through the election of board members
 - a. Time limit for serving as an officer
 - b. Progressive advancement...elected as Treasurer first, then Secretary, then Vice President, then President...this gives a person a four (4) year run as an officer.

B. Small

1. Three (3) - five (5) people with direct connections to sports and these people are knowledgeable about sports
 - a. They appoint an athletic director, who would be responsible for individual sport delegates
 - b. Delegates would answer to the board but would have no vote
2. The board would report to the appropriate secretary on the parish council or directly to the CYO clergy moderator

C. Officers

1. Chairman/President or Athletic Director
2. Athletic Director
3. Youth Coordinator (teens and young adult)
4. Scout coordinator
4. Individual sports representatives
 - a. One for each sport or youth activity of the parish (see I,A,1 above)
 - b. Responsible for the entire parish program for that activity
 - c. Responsible for obtaining and overseeing the coaches or moderators of his/her activity
 - d. Responsible for registration of teams and players with the CYO Office
 - e. Attends OYM/CYO meetings relevant to their activity
 - f. ***MAKES SURE ALL RULES ARE FOLLOWED AND ALL COACHES ARE CERTIFIED***

- D. Radical approach
 - 1. If you have a school
 - a. Give a teacher a stipend to act as athletic director
 - b. Paid time vs. volunteer time for overall coordination of the programs
 - c. Still need volunteers to assist
 - 2. If you have no school or teacher willing
 - a. Give the stipend to a willing parent

II. Dollars and Cents

- A. Separate *accounting* for youth and CYO funds vs. parish funds

- 1. Two (2) signatures on the checks
- 2. A priest should be the first (1st) signature

- B. Sources

- 1. One well publicized second collection (pastor approval)
 - a. May avoid a lot of little fund raisers
- 2. Normal fund raisers
 - a. Fruit sales
 - b. Candy sales
 - c. Adult dances
 - d. Bazaars
 - e. Christmas Tree sales
 - f. Bake sales
- 3. Participation fee for children
 - a. Set dollar amount for each sport
 - b. Larger initial dollar amount with a smaller amount for subsequent sports
 - c. Set dollar amount for all students (activity fee)... (if you have a school)
- 4. Proceeds from a refreshment stand if you have access to a field or a gym

III. Equipment

- A. Generic uniforms where possible (male/female) ...(multi-sport)
- B. Buy in quantity (central buying among all the parish sports)
- C. **ENFORCE UNIFORM TURN-IN RULES (COACHES, DELEGATES, AND PLAYERS)**
- D. Update the inventory...put someone in charge of uniform inventory (board member?)
- E. Don't buy the cheapest...don't buy the most expensive; buy fashions that will be in style for a while, buy uniforms for durability

IV. Executive Committee

	<u>TITLE</u>	<u>FIRST YEAR TERM</u>	<u>NORMAL TERM</u>
1.	President	2 years	3 years
2.	Vice President	1 year	3 years
3.	Secretary	1 year	3 years
4.	Treasurer	2 years	3 years
5.	At-large	1 year	3 years
6.	At-large	2 years	3 years
7.	At-large	1 year	3 years
8.	At-large	2 years	3 years
9.	At-large	1 year	3 years

V. Commissioners / Delegates

	<u>TITLE</u>	<u>NORMAL TERM</u>
1.	Football	unlimited
2.	Cheerleading	unlimited
3.	Basketball	unlimited
4.	Baseball	unlimited
5.	Softball	unlimited
6.	Intramural Softball	unlimited
7.	Boy Scout	unlimited
8.	Girl Scout	unlimited

1. The policy making body would consist of the nine (9) members of the Executive Committee.
2. To be elected to the Executive Committee; a person must be nominated by a member of either the Executive Committee or an Activity Director, and approved by the full body.
3. Decisions on various sports/activities would be made by the Executive Committee and the individual sport/activity Director {seven (7) people}.
4. Overall St. XXXXXXXXXXXX guidelines should be made by the Executive

Committee in concert with each Director...these guidelines should be consistent for each sport.

5. The entire governing body should meet four (4) times a year, (prior to each sport's season and in May for elections).

6. There should be one meeting a year open to the public (May) at which anyone would be allowed to address the association as long as they submit their comments in writing to the Executive Committee prior to the meeting.

7. The Sports' Commissioners / Delegates will act in an advisory capacity only, the coaches shall pick the teams they are to coach as long as they remain in tune with the established guidelines.

8. Checks and Balances:

If possible a Director **should not** be a coach.

No one should be allowed to coach more than one (1) St. XXXXXXXXXXXX CYO team during any one sport's season.

No one should be allowed to be a member of the Executive Committee and also be a Sport/Activity Director at the same time.

VI. DUTIES OF THE SPORTS/ACTIVITY COMMISSIONERS / DELEGATES

1. Handle the individual player registration for their sport at St. XXXXXXXXXXXX.
 - a. Announcements in the bulletin, school, CCD.
 - b. There should be a three (3) week registration period with the closing date being one (1) month prior to the team registration deadline established by the CYO Office.
 - i. Late registrants will only be accepted if it does not cause a problem for the teams in the age group of the late registrant.
 - c. Sufficient CYO registration forms from the CYO Office.
 - d. Be able to answer the following questions any parent might have concerning their children and the sport they are registering.
 - i. Do you know who will be coaching the teams in my child's age group?
 - ii. How will the teams be selected?
 - iii. Do you know when the practices will be? If not when and how will that be decided?
 - iv. What is the registration fee? What does it cover?

- v. Assist the coaches in your sport in filling out their rosters. Make sure all the necessary paper work is properly filled out and ready to be taken to the CYO Office in a timely fashion.
- 2. Handle team registration with the CYO Office.
- 3. Handle player registration with the CYO Office.
- 4. Hand out schedules and rulebooks to the coaches in your sport.
- 5. Act as liaison between the CYO Office and the coaches in your sport.
- 6. Coordinate the practice schedule and times of the teams in your sport.
- 7. Attend all regularly scheduled meetings at the CYO Office for your sport.
- 8. The Basketball Program will be divided into three (3) sections as follows:
 - a. Boys
 - b. Girls
 - c. Intramurals
- 9. The At-large Director will have four (4) areas of responsibility and should delegate to assistants as much as possible. The four (4) areas are as follows:
 - a. Snack Bar {fall and spring [intramurals and weekends(??)]}
 - b. Field (coordinate practices, games, maintenance, set-up and take down).
 - c. Christmas Trees (coordinates the sale from ordering to clean-up).
 - d. Equipment (maintain an inventory, distribute and collect after each season).

QUESTIONS THAT MUST STILL BE CLARIFIED

1. Who will be allowed to use the field?...this should be coordinated with the rectory.
2. Who is going to be responsible for maintaining the field?...financially and labor wise.
3. Who votes?
 - a. Anyone who has a child registered for a CYO sport/activity.
 - b. Anyone who has a child registered for a CYO sport/activity or intramurals.
 - c. Anyone in the Parish.
 - d. Anyone who pays five (\$5.00) dollars to be a member of the athletic association (could use a catchy name "B CLUB")
4. If the terms of the Sports Commissioners / Delegates are to remain unlimited as they currently are; what procedure would be in place to remove a long term director if they became controversial or if someone younger wanted to finally take over?

WHATEVER THE FINAL DECISION IS ON ALL OF THESE PROPOSALS, THEY SHOULD BE SENT TO FATHER XXXXXX, AS PASTOR, FOR HIS APPROVAL; EITHER STATED OR TACITE !!