

**Sample Agenda for  
a Parish CYO  
Preseason  
Parents' Meeting**

**St. Xxxxxxx's CYO  
Coaches' and Parents' Meeting  
Friday March 32, 19xx**

Welcome to the St. Xxxxxxx's CYO SPRING sports' season

During the next hour, you will:

- \* Meet your St. Xxxxxxx's CYO Board and SPRING sports' leaders.
  
- \* Meet you spring sports' coaches.
  
- \* Be provided answers to the most frequently asked questions about St. Xxxxxxx's SPRING sports' program.

Your handout includes:

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Closing:       the success of our season is measured in the smiles, enthusiasm, and new accomplishments of our participants and through your contributions of time and support.

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**INTRODUCTION OF CYO BOARD MEMBERS AND COACHES**

**	Mr./Mrs. XXXXX XXXXX	301-123-4567	Baseball / Softball Commissioner
**	Mr./Mrs. XXXXX XXXXX	301-890-1234	St. XXXXXXX's CYO Board Chairman
	Mr. XXXXX XXXXX	301-567-8901	Head Coach VB-MA
	Mrs. XXXXX XXXXX	301-567-8901	Head Coach VG-MA
	Mr. XXXXX XXXXX	301-567-8901	Head Coach JVB-MA
	Mrs. XXXXX XXXXX	301-567-8901	Head Coach JVG-MA
	Mr. XXXXX XXXXX	301-567-8901	Head Coach RB-NT
	Mrs. XXXXX XXXXX	301-567-8901	Head Coach RG-NT
	Mr. XXXXX XXXXX	301-567-8901	Head Coach Co-ed Track
	Mrs. XXXXX XXXXX	301-567-8901	Coordinator Co-ed T-Ball and Intramurals

**CYO SPORTS AND PURPOSE**

Sports under Catholic auspices not only stress good sportsmanship; but tries to fit athletics into the entire framework of youth ministry and Catholic spiritual formation. Producing championship teams and keeping young people occupied are not our foremost objectives.

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

**CYO COACHES**

1. CYO Coaches Certification is mandatory for every coach.
2. CYO Coaches Certification program includes the following:  
Fingerprinting and background check by the Archdiocese of Washington, completion of the employment / volunteer application, and completion of the appropriate Virtus seminar.
3. The CYO Coaches Certification Program is enforced to comply with insurance liability requirements.
4. All CYO head coaches must be twenty-one years of age.

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**GENERAL CYO RULES**

- 1.** A coach may be put on probation by the CYO Office at any time. Reasons may include, but not limited to the following: abusive language (directed towards CYO officials, referees/umpires, coaches, players, and/or spectators), running up a score, inability to control his/her team and/or spectators, and ejection from a CYO game. Coaches will be notified in writing and can appeal the action with-in thirty (30) days. A copy of the notification will be sent to the pastor.
- 2.** A coach may be put on suspension by the CYO Office at any time. The coach will be given every opportunity to justify his/her conduct. The length of the suspension will depend on the action involved.
- 3.** Incidents involving conduct of a serious nature could result in permanent expulsion from coaching in the CYO. This could also result in criminal charges being brought against the coach involved. Examples would include, but not be limited to : drinking or using drugs on the way to, during, or on the way from practices and games, knowingly allowing players to drink or use drugs on the way to, during, or on the way from practices and games, reckless or careless driving, physical abuse of players, spectators, or referees during a game.
- 4.** Any player, coach, team representative, team, or spectator can be ejected from the game. Players, coaches, and/or team representatives who are ejected from a game, will automatically be suspended from his/her team's next official game.
- 5.** No player may play in two (2) divisions during the same season.
- 6.** No boys are permitted to play on girls' teams and no girls are permitted to play on boys' teams.
- 7.** Any parish that violates any player eligibility rules may be barred from the championship and play-offs for up to three (3) years.
- 8.** Parishes must submit written requests for exemptions to any of the rules that govern CYO athletics.
- 9.** No camera of any type may be used to film a future opponent. Teams are allowed to film their own games, but no films are to be exchanged for scouting purposes.
- 10.** Over zealous rooters, whether parents or not, are not allowed on the field; and are requested not to visit players in the dugout or batting areas.

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- 11.** CYO Officials and umpires/referees are instructed to remove from the game or field any coach, parent, or player who uses profane or abusive language, harass officials, players or other spectators.
- 12.** Beer and alcohol, as well as any form of illegal drugs, are forbidden at CYO game sites.
- 13.** No smoking is permitted on the field, bench, or dugout areas. Coaches and spectators who need to smoke are requested to do so outside the field of play.

**CYO PLAYER ELIGIBILITY RULES**

- 1.** Any Catholic child, or non-Catholic child attending Catholic school is eligible to participate. A non-Catholic child must play for the school that he/she is attending; unless they do not field a CYO team in his/her age group.
- 2.** In all leagues, a player must play for the team in the parish in which he resides (within territorial boundaries). If a player's parents are registered in one parish and reside in another, and the player does not attend parochial school in either parish, a certified release form must be obtained from the parish in which he resides before he can play for the parish in which his parents are registered. This form must be signed by the Delegate or Athletic Director of the releasing parish and must be submitted to the CYO/OYM for approval.
- 3.** If neither the parish nor the school has a team in his/her age division, a player may play for any other parish that has a team in his/her age division.

**COACHING PHILOSOPHY**

- 1.** Players and coaches should strive to have fun.
- 2.** Coaches should help players develop
  - (a)** Physically, by proper instruction of sports' skills, improving physical conditioning, developing good health habits, and avoiding injuries.
  - (b)** Psychologically, by learning to control emotions and to develop feelings of self-worth.
  - (c)** Socially, by learning how to cooperate in a competitive context and by learning appropriate standards of behavior (sportsmanship).
- 3.** To have a "striving to win" team.

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**QUESTIONS MOST OFTEN ASKED BY PARENTS**

**1. How often will players practice?**

Weather permitting, at least two (2) times a week for the CYO teams and one (1) day a week for intramural and t-ball.

**2. How long is practice?**

Usually, intramural and t-ball practice will be conducted for an hour or an hour and a half. Rookie teams will usually practice for an hour and a half or two (2) hours. Junior varsity and varsity teams usually practice for two (2) hours. Once the season begins, no team may have more than three (3) practices per week. Violation of this rule will make a team ineligible for play-off and championship games.

**3. How long is the season?**

Usually, the official season begins the first of April and ends no later than the second (2nd) week of June. Schedules are prepared by the OYM/CYO Office and are provided to each coach, who in-turn provides them to the players and parents. Each team has a different schedule...some teams have games on both Saturday **and** Sunday, while other teams only have games on Saturday **or** Sunday.

Practice usually begins after the second (2nd) week of March.

**4. Where are the games held?**

Each teams' schedule will indicate the date, time, and site of each game. This season games will be held at the following sites:

**5. What time should a player be at the field on game day and during practice sessions?**

Players and coaches are expected to be at the field one-half hour before the scheduled game time. Why one-half hour? Players need to do warm-up drills, an official lineup needs to be submitted, official lineups need to be exchanged, coaches and umpires need to meet to go over ground rules, field conditions need to be checked, and player and/or equipment inspections need to be performed by both umpires and coaches.

Players and coaches are expected to arrive at their designated practice field on time. However, players and coaches are encouraged to arrive at least five (5) minutes (or earlier) prior to practice time.



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**5. continued...**

If a player knows he/she will be unable to arrive (or will be late) for a practice or game, it is the players' (parents') responsibility to notify the coach, assistant coach, or scorekeeper.

Consistently being late for practice (or not attending practices) is discouraged. There are many purposes for practices, examples include but are not limited to: preparation for the next game, reviewing the last game, learning new team skills, improving team weaknesses, etc.. If players do not attend "team sport practices", they will not be aware of new "team" strategies.

**6. What arrangements can be made for my child to get to practices and games on time, if I am unable to get him/her there?**

Each coach is encouraged to ensure that each player has transportation to and from practices and games.

All parents are encouraged to notify the coach, assistant coach, scorekeeper, or designated "team manager" if they are available to provide transportation to and from practices and games.

**7. I want to help the team, but I only have a few hours a week, is there anything I can do?**

YES. Regardless of how much time you have, coaches always need assistance. Let your coach know when you are available to assist and what your areas of interest are. For example, transportation, water for games, sodas after the games, batting practice, pitching practice, scorekeeping, etc..

**8. What equipment does my child need?**

The coaches are issued equipment (bats, balls, batting helmets, catcher's gear, scorebooks, and first aid supplies. The St. Xxxxx's CYO has the right to charge any parent or coach for equipment that is not returned or returned in such condition that it cannot be used again.

There is no need for a player to provide his/her own equipment. However, some players do have their own bats and batting helmets. ***If a player brings their own equipment to practices and games, the equipment must be labeled with the player's name or some unique identification.***

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**9. What about uniforms?**

St. Xxxxxxx CYO will provide uniforms for all CYO teams and t-shirts for all t-ball and intramural teams. CYO players must return their uniforms at the end of the season, t-ballers and intramural players may keep their t-shirts. When ball caps are provided for

Players must provide their own cleats (no metal cleats are allowed in any CYO league), personal protective devices (cup or pelvic protectors), gloves and/or mitts, and personal water bottles. Each player should insure that their personal belongings are easily identifiable.

Players who have been designated as pitchers, should always have a light weight jacket. Pitchers are encouraged to keep their pitching arm covered at all times regardless of the weather.

***The St. Xxxxxxx's CYO has the right to charge parents for any uniform that is not returned in a condition where it can be used next year.***

**10. Will my child play the entire game?**

This depends upon the number of players on the official roster, the number of players at the game, the number of players fielded by the other team, the player's (your child's) practice attendance, and the position he/she plays.

***Officially, by OYM/CYO rules, the following applies:***

- A. VARSITY MID-ATLANTIC:** A player (starter or substitute) may be taken out and may reenter the game one time, but in the **same** position in the batting order, provided the player he/she is replacing has batted at least once and has played defensively in the field for one complete inning, (three (3) outs). Before reentering the game, however the starting player must sit out for two (2) complete innings. In the event of injury, after all the players have been used, a substitute will be allowed to reenter the game without penalty. All player changes must be reported to the opposing coach or scorekeeper.
- B. JUNIOR VARSITY MID-ATLANTIC:** A player (starter or substitute) may be taken out and may reenter the game one time, but in the **same** position in the batting order, provided the player he/she is replacing has batted at least once and has played defensively in the field for one complete inning, (three (3) outs). Before reentering the game, however the starting player must sit out for one (1) complete inning. In the event of injury, after all the players have been used, a substitute will be allowed to reenter the game without penalty. All player changes must be reported to the opposing coach or scorekeeper.
- C. ROOKIE LEAGUES:** All players present at the game are in the batting order and

substitutions for defense are allowed each inning with unlimited reentry. However, each player must play defensively in the field for one complete inning, (three (3) outs). (starter

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**10. continued...**

If the coach is able to determine that the game will not go seven (7) or six (6) innings, then much discretion is left to the coach. The coaches must play their game strategy to take advantage of the reentry rules, courtesy runners, pinch hitters, and the tenth batter.

Situations which could prevent the game from going seven (7) or six (6) innings include: weather (rain, thunder, and lightening), runs ahead rule, time limit, and field conditions. The decision to call the game is made by the umpire after discussion with both coaches.

If you have some concern about the amount of time your child is playing, or do not understand why a decision was made by the coach or umpire, please discuss your concern (after the game) with the coach or assistant coach. You may also call the sport commissioner or the chairman of the St. Xxxxxxx's CYO Board, who will check into the situation and return your call. The St. Xxxxxxx's CYO Board chairman and the sport commissioner are unable to attend every game of each team, since they are involved in other matters. They do try to get to at least one (1) game for each team per season.

Coaches are encouraged to rotate starters/substitutes and to play players to the maximum extent possible in each game.

The OYM/CYO has provided the coaches with a list of specific rules for each league. Some of these rules include, but are not limited to: pitching distance, base distance, stealing, walks, batting order, substitutions, equipment specifications, player/team eligibility for tournaments and play-offs, injuries, coaches's trips to the mound, etc..

**11. Why can't my child eat and/or drink something other than water during practices and games?**

Players are encouraged not to eat and not to drink anything but water for their system's safety. The body loses water during any activity and that water needs to be replaced during and after the activity. Eating right before and/or during the game can cause the player to be sick to his/her stomach, which will prevent the player from playing in the game. Players may have soda, chips, etc. after the game. In fact, most teams' parents rotate bringing sodas for each player and coach for post game refreshment.

If a player has a medical condition which requires him/her to eat or drink something other than water, the coach needs to be notified.

**12. Why is my child told to wear layers of clothes? Why isn't my child allowed to wear jewelry or chew gum?**

Players are encouraged to wear layers of clothing during practice so their bodies can maintain a comfortable temperature. Layers can be removed and put on easily.

For safety reasons, players are not allowed to wear jewelry and chew gum. Players who must wear medical identification, may do so; however, the identification will be taped in place by the coaching staff for the duration of the game.

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**13. Where are the umpires on weekday games (mainly make-up games)?**

The OYM/CYO requests umpires from the Umpire's Association for all scheduled CYO games with the exception of the rookie leagues. The OYM/CYO will request an umpire for all known make-up games. These games are scheduled between the opposing coaches and then phoned into the office. If sufficient time has been given there is a good possibility that an umpire will show up. Most of the umpires that work weekday make-up games are coming from high school games that are being played on the same day as the make-up. The rainier the spring the harder it is to get make-up umpires, because all of the leagues are experiencing the same problems.

If no umpire shows up for the game by fifteen (15) minutes of the starting time; both coaches should agree on two (2) "pick-up" umpires, one from each team, so that the game can be played and not delayed any further. If "pick-up" umpires are used, both coaches should go over the rules of the league with the umpires prior to the game. Coaches, players, spectators, and parents should afford these umpires all the same courtesy shown to association umpires. These umpires will be compensated by the OYM/CYO Office when the proper information is presented by the coaches.

**14. Are coaches or CYO officials allowed to administer full first aid or medication?**

NO!! For safety and legal reasons, coaches and CYO officials are not allowed to administer full first aid and/or medication unless they are fully trained to do so.

Coaches and CYO officials technically can only wash an injury with clear water and apply a bandage and ice. Coaches and CYO officials will call the Rescue Squad for more serious injuries. Coaches are issued first aid kits when they pick up their equipment. The first aid kit contains band aids, gauze, ice packs, ace bandages, and an HIV disposable kit. In cases where the injury includes bleeding, the coaches and CYO officials are required to use an HIV protection kit. The HIV protection kit includes a water solution to cleanse the injury and any area where there may be blood (such as the ground), disposable gloves and gauze, mouth piece, and plastic bag for disposing soiled materials.

***If blood from an injury soils a uniform, it will be the umpires discretion whether the uniform needs to be changed prior to reentering the game.***

**If your child requires medication or has allergic reactions you must notify the coach and provide specific written medical instructions on how to handle the situation and who you are authorizing to administer medical attention.**

**15. My child does not attend St. Xxxxxxx's school, how will I know if practice is canceled? How are players notified of game cancellations?**

Coaches are encouraged to organize their players or parents into a telephone tree to facilitate getting messages to everyone on the team. In the event practice is canceled or games are postponed, the coach will start the telephone tree.

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- 16. What awards or trophies can my child expect from participating in a St. Xxxxxxx's CYO spring sports program?**

Detail individual parish guidelines.



## **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.**

## Team Rules

These rules are for all team members (coaches and players) to follow. They are designed to make the game a safe and pleasurable experience for all.

1. You must not deliberately try to hurt another player, either on our team or on the other team.
2. You must not fight. If someone starts a fight with you, walk away and tell a coach.  
**Persons violating rule one (1) or rule two (2), will be suspended on the first (1st) occurrence.  
NO WARNINGS!!**
3. You must not throw rocks, sticks, or dirt.
4. You must not spit or throw water at someone.
5. You must not call other players derogatory names.
6. You must not use foul and abusive language.
7. You must not argue with referees. You may ask them why they ruled the way they did in certain situations, but after they tell you, don't argue with them about it.
8. You must pay attention to your actions, you are responsible for your actions. Hurting somebody because you are careless is almost as bad as deliberately hurting them.
9. You must listen to your coaches.  
**Persons who violate the rules may be, taken out of the game, asked to leave the game, and the playing area. Depending on the severity of the offense and the number of previous occurrences, suspension from future games may become necessary.**

We can not require parents and spectators to obey team rules, however we encourage them to follow them, just as if they were a part of the team.

**We do request the following from parents:**

- A. **SET AN EXAMPLE** and follow the rules.
- B. Talk to your children about the importance of obeying the rules.
- C. Correct any child on our teams violating the rules if a coach is not available to do the correcting. Coaches do not have eyes in the back of their heads and frequently are tied up elsewhere. Please, for the safety of all, stop any dangerous actions and inform the coaches of what happened.
- D. Use positive encouragement when cheering on the team. Players who make a mistake already know it and don't need to hear it from the sidelines.

**Coaches are expected to enforce the rules with all players. If a coach sees an offense, the coach must take action to stop and correct it. That is one of the responsibilities of being a coach.**

## **SUGGESTED GUIDELINES FOR THE PARISH CYO TEAM EVALUATION/TRYOUT SELECTION PROCESS**

Due to the numerous phone calls, letters, and meetings; the CYO Office of the Office of Youth Ministry 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.

- 1). The key to any parish CYO function 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:  
Junior Varsity           Fifth (5th) and Sixth (6th)  
Varsity                    Seventh (7th) and Eighth (8th)  
  
must be present at the time of the evaluation/tryout. ***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 a certain age group, everyone should be at the evaluation/tryout.
  
- 3). All the coaches of the teams that are to be formed from this evaluation/tryout should be involved in the process. The basketball 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 athletic arena within the parish 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.
  
- 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 go to a evaluation/tryout process please follow the above guidelines which we hope will alleviate some of your post-evaluation/tryout problems.