

# **BYLAWS OF CYO – DIOCESE OF CLEVELAND**

## **July, 2005**

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### **BYLAW 1 - COVERAGE**

#### **Section 1 Application of Bylaws and Sports Regulations**

**1-1-1** These Bylaws and Sports Regulations apply to all participants in inter-member athletic programs involving students in grades four (4) through twelve (12) and include matters of eligibility, sanctioning, qualifications, responsibility and the establishment and monitoring of program standards.

**1-1-2** Students enrolled below the 4th grade are ineligible for participation in CYO athletics. Students enrolled in grades 4 through 8 are ineligible for CYO competition on the same squad with students in grade 9 or higher.

- 1-1-3** The Bylaws of CYO cannot be waived, modified or amended by mutual consent between or among members. Any changes of the Bylaws must have official approval of the CYO Athletic Administration.
- 1-1-4** The Bylaws of CYO apply to all programs and leagues managed, regulated, supervised, or administered by the CYO Athletic Administration.

## **Section 2 Types of CYO Competition**

- 1-2-1** In sports recognized by the CYO, member teams may only compete against other member teams.
- 1-2-2** Types of Competition - Defined
- A. A Tournament is an event in which students from two or more members compete in a championship series of regulation games or athletic contests.
  - B. A Competition is an event in which students from two or more members participate in regulation games or athletic contests in order to attain an objective or prize.
  - C. A Carnival is an organized event in which students from two or more members participate in regulation games or athletic contests for entertainment, preview or exhibition.
  - D. A Scrimmage is an organized event in which students from two or more members participate in athletic contest that does not involve the completion of a regulation game/match. A scrimmage is coach directed practice play between two teams. Scrimmages must comply with sport specific rules.
  - E. Intramural Competition is held between students from the same member.
  - F. The Bylaws of CYO do not apply to intramural competition. Intramural competition includes sport-days and other internal-member activities. Scheduled regular season and tournament competition between teams or students of the same member does not constitute intramural competition.
  - G. Instructional clinics and demonstrations designed for the teaching of fundamental skills and conducted for learning theory, techniques, rules, game procedure and strategy are not counted as a scheduled contest or deemed as competition.
  - H. CYO competition shall be conducted using contest rules approved by CYO Athletic Administration. Modifications or changes in sport rules are not permitted except those provided in the rule book and approved by CYO Athletic Administration.

### **Section 3 Recognized Sports**

- 1-3-1** A recognized sport is one adopted by the CYO – Diocese of Cleveland and operated through its auspices. (Note: Baseball, Boys and Girls Basketball, Cheerleading, Boys and Girls Cross Country, Football, Boys and Girls Soccer, Softball, Boys and Girls Track and Field, Boys Wrestling and Volleyball are recognized sports). Consult the published annual calendar and/or the sport specific rulebook of the current year for detailed information regarding organizational dates, deadlines and sport specific rules.
- 1-3-2** Procedure for the recognition of a new sport:
- A. A written request for the recognition of a sport, signed by the Member Administrator and Pastoral Designee is made to Area CYO Athletic Director by five members of CYO.
  - B. Questionnaires related to the interest in the sport will be included in the annual CYO program evaluation sent to Pastoral Designees. The questions will be included for a maximum of three years.
  - C. When sufficient interest is present, an exploratory committee will be formed to gather data on interest and challenges to implementation of the new sport. The committee will have a maximum of nine persons representing various members from the three CYO services areas. A member of the CYO Athletic Administration will serve as an advisor to the committee.
  - D. The exploratory committee will meet and give a report of its findings and proposal for implementation to the CYO Athletic Administration and CYO Athletic Advisory Committee.
  - E. CYO Athletic Administration and the CYO Athletic Advisory Committee will meet to discuss the proposal and present a decision.
  - F. If the proposal is denied, the process may begin one year after the release of the Athletic Administrator's ruling.
  - G. If approved, a rules committee will be empanelled. The committee will have a maximum of nine persons representing various members from the three CYO services areas. A member of the CYO Athletic Administration will serve as an advisor to the committee.
  - H. CYO Athletic Administration would implement the adopted sport in the *athletic program* year following approval.
- 1-3-3** Recognized sports will be evaluated and may be deleted as interest and viability *changes*.

## **Section 4 Team Membership by Gender**

**1-4-1** Any student that qualifies and participates in competition in any sport organized primarily for the opposite gender, is not eligible to compete with their own gender in the same sport during the same school year. Any student that qualifies and participates with their own gender in any sport is not eligible to compete with the opposite gender in the same sport during the same school year.

## **Section 5 Team Competition Between Genders**

**1-5-1** Teams composed of members of the opposite gender shall not participate in any inter-member type of competition outlined in Bylaw 1-2-2.

## **BYLAW 2 – ATHLETIC PROGRAM OPERATIONS**

### **Section 1 Classification of Members**

**2-1-1** (Reference Bylaw 3, Section 1 for the Organizational Chart.

**2-1-2** The most important segment of the CYO is the organization of lay people, under the direction of the Member Administrator *and* Pastoral Designee. These leaders are responsible for the youth athletic program within the member organization.

**2-1-3** All players shall be classified according to parish, recognized educational institution or, youth serving Catholic Social Service\Community Center.

**2-1-4.1** Although the CYO Athletic Program is parish centered, leagues composed of teams from several parishes, educational institutions, and *Catholic Social Service\Community Centers* are established to promote competition, to foster sportsmanship, and to provide opportunities for social development and character building.

**2-1-5** The CYO Athletic Administration will administer the athletic programs for the Cleveland Diocese's four northern counties (Cuyahoga, Geauga, Lake and Lorain). Governance and program offerings are designed to strengthen and serve the member's comprehensive ministry to youth.

### **Section 2 Medical Expenses and Insurance**

**2-2-1** The responsibility for all medical expenses incurred while participating in CYO athletic activities lies with the parent or guardian of the injured individual. The CYO Athletic Administration, CYO Members and agents in no way assume liability for any injuries that occur on the way to scheduled games or practices, at said events, or after departure from the activities.

- 2-2-2 The CYO Athletic Administration and CYO Member assumes no responsibility for providing for and the expense of Life, Accident, *Medical* and Hospitalization insurance. This responsibility is solely that of the parent(s) and/or legal guardians.

### **Section 3 Competition & Practice Limitations**

- 2-3-1 All types of competition involving CYO member teams will not begin on Sunday prior to 12:00 noon. Members may request special Sunday scheduling consideration (*for later start times*) when team entry forms are turned into the CYO Office.
- 2-3-2 All types of competition involving CYO member teams will not start after 8:00 p.m., except during Easter and Christmas vacation, then competition will not start after 9:00 p.m.
- 2-3-3 All practices for CYO Member teams are to end at 9:00p.m. It is recommended that practice sessions should extend no more than one hour and thirty minutes and the maximum time permitted is two hours.
- 2-3-4 All types of CYO competition and practice *may not begin until the published first day of practice* and must be completed by the published end of season date. Consult the CYO Athletic Calendar or call the CYO Office for the season dates.

### **Section 4 Sports Schedules**

- 2-4-1 Divisions *and conferences* are determined annually by the CYO Athletic Administration. Games are to be played as scheduled.
- 2-4-2 Written special scheduling requests must be turned in with the team entry form. Only special scheduling requests made in writing will be accepted.
- 2-4-3 Postponements will be made by the CYO Athletic Office or contest official for the following reasons:
- A. Inclement weather
  - B. Damage to game facilities
  - C. Conflict with facility schedule
- 2-4-4 **Team Forfeits** - Teams failing to appear at the scheduled starting time, with the required number of players shall forfeit the game. This forfeit is made official by the official assigned to the game *or CYO Athletic Administration*. Any team forfeiting a game must submit a \$25.00 Forfeit Fee and pay all Official's Fees associated with the game to the CYO Athletic Office before playing the next scheduled game. Failure to comply will result in suspension from league play.

**2-4-5 Team Withdrawals** – *Members/Teams withdrawing from the season will be assessed a \$50.00 penalty per team and shall forfeit the team entry fee according to the following scale;*

- A. A team withdrawing after the published entry deadline and before the published roster deadline will forfeit 50% of the team entry fee.*
- B. A team withdrawing on the published roster deadline to the published start of the season will forfeit 75% of the team entry fee.*
- C. A team withdrawing on the published start of the season or later will forfeit 100% of the team entry fee.*
- D. A team withdrawing may also be assessed additional fees if provisions cannot be made to cancel game officials or locations.*

## **Section 5 Game/Competition Limitations**

**2-5-1** Member teams are required to follow the published limits regarding the number of games/competitions they may participate in daily, weekly, and seasonally. *Consult the individual sport rules or the CYO Athletic Office for limitations.*

**2-5-2** Diocesan Tournament games and play-off games do not count toward the total game limits.

**2-5-3** Games forfeited count as a game played and count toward the game limitations.

**2-5-4** CYO Athletic Administration considers a violation of these game rules as a serious infraction. Penalties will be severe.

**2-5-5** Violation of the game/*competitions per day limits outlined in the sport specific rules* will result in the following penalties;

- A. The offending coach being suspended for the two (2) games/competitions following the discovery of the violation. The member will also be placed on Administrative Watch.*
- B. Upon a further violation the offending coach will be suspended for two (2) games/competitions, and may be suspended for one (1) year. The member will be placed on Probation.*
- C. If a violation occurs involving a CYO league, play-off or tournament game, that game will be forfeited.*

- 2-5-6** Violation of the game/*competitions per season limits outlined in the sport specific rules* will result in the following penalties;
- A. The first three games over the limit will result in a 1 for 1 suspension for the head coach. The member will also be placed on Administrative Watch. *Example – if the team is two games over the limit, the head coach will be suspended for two games.*
  - B. Violation of this rule for a fourth game will result in the head coach being suspended for one (1) year. The member will also be placed on Probation.
  - C. The following games count toward the season game limit:
    - 1. Regular scheduled league games
    - 2. Sanctioned Event games (parish tournament etc.)
    - 3. Games forfeited (both Sanctioned Event or league)
  - D. The following games do not count toward the *season* game limit:
    - 1. League play-off games
    - 2. CYO Qualifier/CYO Tournament Games
    - 3. CYO Diocesan Tournament and High School State Tournament Games

## **Section 6 Playoffs**

- 2-6-1** Area Playoffs/competition may be conducted in the Varsity and Junior Varsity Division.
- 2-6-2** Diocesan playoff/competition may be conducted for the Varsity Division only. The Diocesan playoff/competition represents a culmination of an athlete's experience. These events are a showcase of skills and sportsmanship achieved through years of CYO involvement. Playoffs are not guaranteed, and may be held if time and space permits. See specific sports rules for tie-breaker policies.
- 2-6-3** Qualification standards for Diocesan and Area playoffs/competition will be established by the CYO Athletic Administration. See specific sports rules for tie-breaker policies.
- 2-6-4** Diocesan and Area playoffs/competitions are not held for younger athletes. The focus for these children *and teams is* on the development of the total child and skill development with less emphasis on winning.

## **Section 7 Awards**

- 2-7-1** In the Junior Varsity and Varsity Divisions of play the division or league champion will be determined according to sport specific rules and standards.
- 2-7-2** In the Junior Varsity and Varsity Divisions a team trophy will be presented to the team winning the division or league title. No individual awards will be presented.

- 2-7-3 In sports of individual accomplishment, individual awards will be presented in accordance to sport standards.
- 2-7-4 In the event of a tie, each team will receive a trophy.
- 2-7-5 A team trophy will be presented to placing teams in area playoffs.
- 2-7-6 A team trophy will be presented to placing teams in Diocesan tournaments/playoffs. Individual awards will be given to champions and runner-ups.
- 2-7-7 Recognition Awards *may be requested from the CYO Office* for participants in the Elemental, Developmental and Cadet Divisions.

## **Section 8 Team and League Formation**

### **2-8-1 Elemental, Developmental and Cadet Divisions**

- A. If a parish sponsors more than one team per division, these teams must be split evenly. A & B teams (stronger/weaker, stacked/weaker teams) will not be permitted.
- B. **Conference** standings will not be kept, nor will a championship trophy be presented.
- C. **Conferences** will be formed *geographically* with an appropriate competition schedule.
- D. **Conference** play-offs will not be held.
- E. Violations of the team formation policy (2-8-1-A) will result in a two (2) game suspension of the head coach and an immediate reorganization of teams impacted. More severe penalties will be imposed for multiple violations.

### **2-8-2 Junior Varsity and Varsity Division**

- A. **Conferences** will be formed *geographically* with an appropriate level of competition.
- B. **Conference** standings will be kept, and a championship trophy will be awarded.
- C. Varsity level Diocesan Tournaments may be held.
- D. **Conference/Divisional** playoffs may be held.

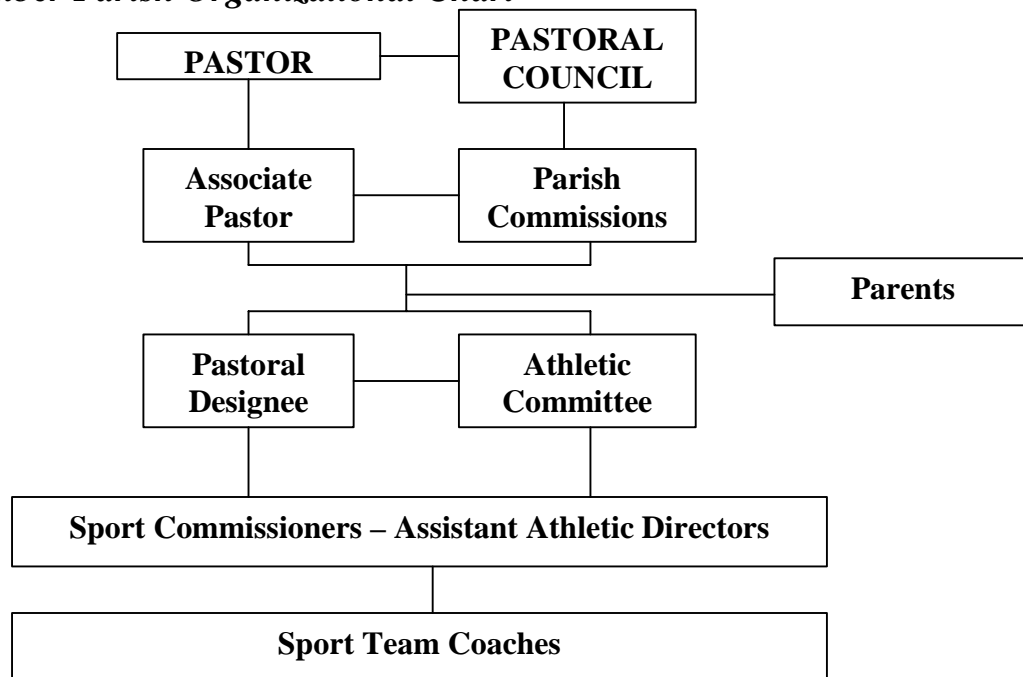
## **BYLAW 3 - MEMBER ADMINISTRATIVE RESPONSIBILITY**

### **Section 1 Roles and Responsibilities**

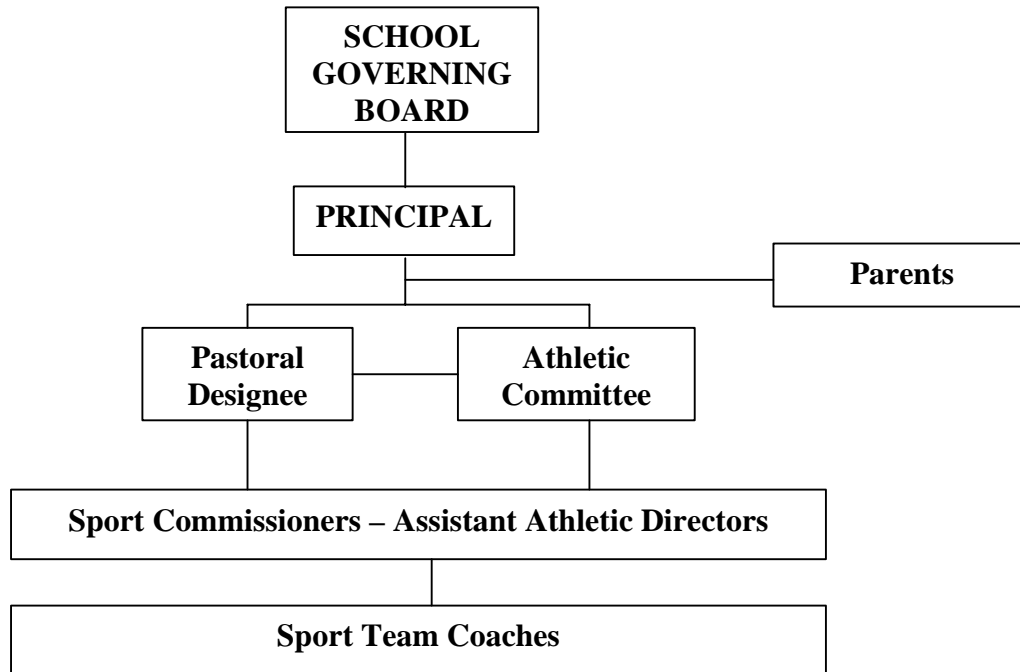
- 3-1-1 The Pastor, Principal, or Administrator is responsible in all matters pertaining to CYO athletics involving the parish, school, or agency.

- 3-1-2 The Pastor, Principal, or Administrator shall annually designate the individual (Pastoral Designee) who is responsible for all matters pertaining to the implementation of inter-member athletics.
- 3-1-3 All practices, games, scrimmages and competition are under the direct control and supervision of the *Member Administrator and Pastoral Designee*.
- 3-1-4 The *Member Administrator and Pastoral Designee* are responsible for the payment of the financial obligations of the member's program.
- 3-1-5 The Member Administrator and Pastoral Designee shall sign entry forms, eligibility rosters, attestation forms, special request forms, *eligibility request forms*, membership forms, protests & grievances and any other matters requiring a signature.
- 3-1-6 The Pastoral Designee will receive all correspondence from the CYO Athletic and *is responsible for distribution of the information to coaches and others involved in the member program*.
- 3-1-7 If a member fails to assign a Pastoral Designee by July 31, the Pastor, principal, or administrator shall automatically be the designated individual for the current year.

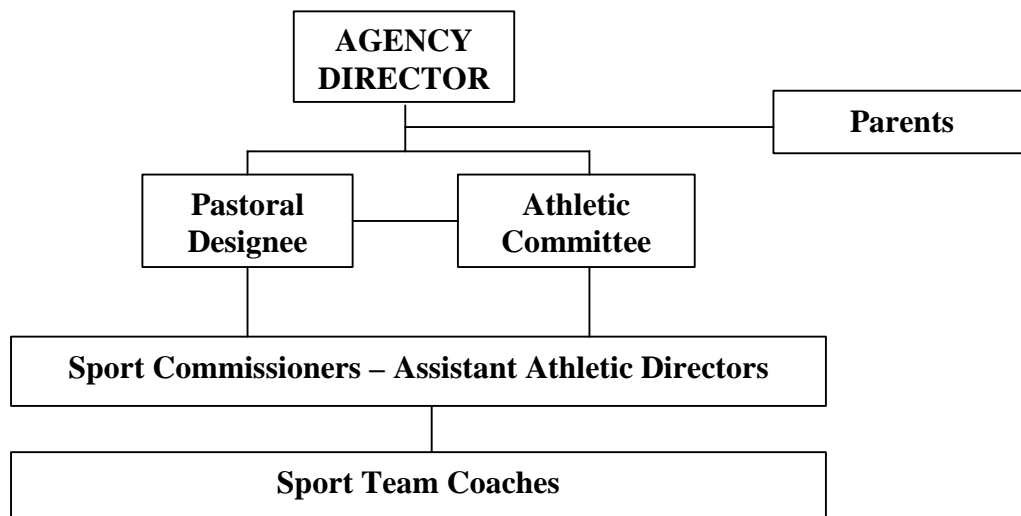
3-1-8 *Member Parish Organizational Chart*



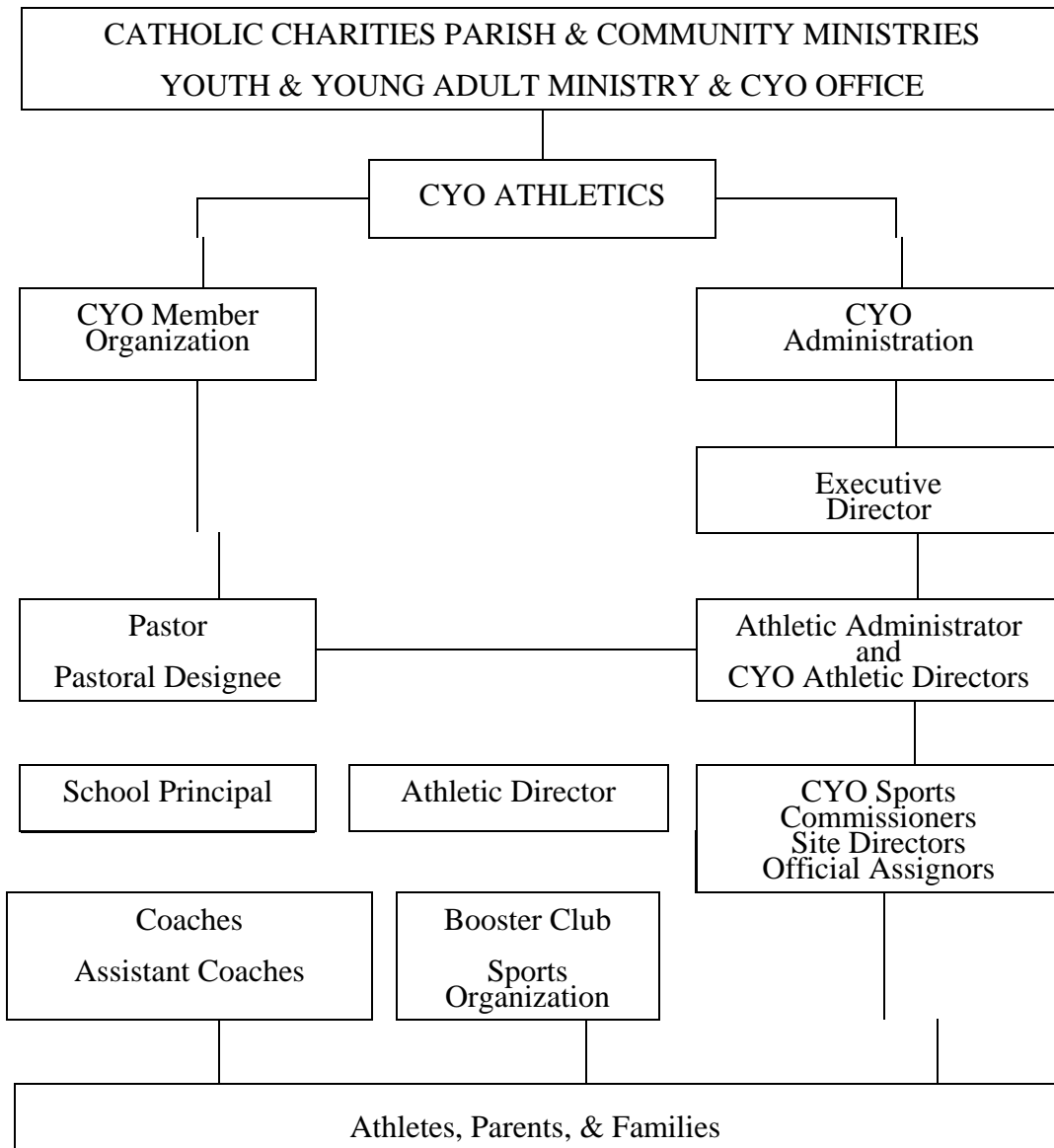
**3-1-9 Member School Organizational Chart**



**3-1-10 Member Service Agency Organizational Chart**



**3-1-11 CYO Athletic General Structure & Responsibilities**



**Shared Responsibilities**

- Legal/Insurance
- Eligibility/Competition
- Finance/Funding
- Program Quality
- Coaches Training
- Facilities
- Volunteer Management
- Program Administration
- Grievance Procedures

## **Section 2 Student Preparticipation Form**

- 3-2-1** The student *preparticipation* form shall be signed by a physician, the participant and by a parent or guardian. The *preparticipation form* must be on file with the member administration before any candidate for a team may participate in a practice or a competition.
- 3-2-2** The student *preparticipation* form which provides the physician's certification of the individual's physical fitness is valid for twelve months from the date of the physician's signature and must be completed annually.
- 3-2-3** The student *preparticipation* form shall be transferred to the new parish, school or agency if a student transfers during the year.
- 3-2-4** The member administration is responsible for verifying the accuracy and completion of all *preparticipation* forms.
- 3-2-5** The member administration is responsible for archiving student *preparticipation* forms on parish grounds until the student reaches the age of majority *plus the corresponding statute of limitations*.

## **Section 3 Eligibility Rosters**

- 3-3-1** At the beginning of each sport season the Pastoral Designee shall prepare eligibility rosters listing only those students eligible under CYO rules to represent the member in each sport. Eligibility rosters shall be prepared separately for each sport in which the member participates and filed with the Area CYO Athletic Director.
- 3-3-2** Rosters from each member for each of the sports in which a member participates are due in the office of the Area CYO Athletic Director on or before the designated due date.
- 3-3-3** Roster corrections, additions and deletions may be made until the first scheduled CYO competition.
- 3-3-4** Participants may only play and be rostered on one (1) CYO team in the same sport in the same school year.

## **BYLAW 4 - ELIGIBILITY**

### **Section 1 Eligibility to participate is determined by one of the following criteria:**

- 4-1-1 Parish Eligibility** - The student's parent(s) and/or legal guardian are registered members of the parish sponsoring the team. If the parent(s) and/or legal guardians are registered members of more than one parish, the player must designate the one parish for *which he/she* will participate during that school year.
- 4-1-2 School Eligibility**
- A. The student attends the parish grade school.
  - B. If a student from one member parish attends another member's grade school, the athlete may participate on the team of the grade school they are attending or their member parish team (See Bylaw 4-1-4 for further limitation).
- 4-1-3 Parish School Religion (P.S.R.) Eligibility**
- A. The student regularly attends the parish PSR program in the current PSR school year and lives within the parish boundaries.
  - B. If the parish in which the student resides does not offer a PSR program and the student does not meet either the parish or school requirement, the student is not eligible.
  - C. *A non-catholic student enrolled in PSR must submit a CYO Eligibility Request Form (see Bylaw 4-8-1) to the CYO Office by the team entry deadline. A student is not eligible to participate in any scrimmages/competitions until written approval is received from the CYO Athletic Administration.*
- 4-1-4** The student is not permitted to switch from the designated parish or school during the course of the school year unless the designated parish or school does not sponsor a team in the particular sport.
- 4-1-5** *If a student's parish/school sponsors a team in a particular sport, the student is to participate on the parish/school team and is not permitted to, or attempt to play at an adjoining parish/school or any other parish/school without prior written approval from the CYO Athletic Administration. These qualifying situations will be considered on an individual basis through communication between the member Pastoral Designee and the Area CYO Athletic Director. Note: Teams from non-member organizations are not eligible for CYO participation. (municipal leagues, community clubs, other Catholic leagues, etc.)*

- 4-1-6 Situations deemed by the CYO Athletic Administration that present an unfair advantage/disadvantage within the program may be considered for rulings of eligibility/ineligibility.
- 4-1-7 Final decisions on eligibility are made by CYO Athletic Administration.
- 4-1-8 High school eligibility for CYO programs is determined by parish membership or enrollment status in a Catholic High School. The player must live within the boundaries of the member or be a member of the parish/diocesan organization sponsoring the team. Adjoining parish eligibility applies only with pastor, Pastoral Designee, and CYO Athletic Administration approval.
- 4-1-9 The parish, school or Social Service Agency has the right to establish additional criteria for eligibility and to deny team membership to any otherwise qualified individual with cause.

## **Section 2 Adjoining Parish**

- 4-2-1 If a parish/school does not offer a CYO team in a specific sport, the student is eligible to compete for an adjoining parish team if:
  - A. the student attends his/her parish grade school, or
  - B. the student's parents or legal guardians are registered members of the home parish
- 4-2-2 Adjoining parishes are defined as those parishes that share a common boundary line.
- 4-2-3 **Establishing** Adjoining Parish eligibility requires completion **and submission** of the **CYO Eligibility Request Form** and approval by CYO Athletic Administration. The form may not be altered by a member or revoked by a member after the application has been approved by the CYO Athletic Administration.
- 4-2-4 The **CYO Eligibility Request Form** must be completed and submitted to the Area CYO Athletic Director on or before the published **Team Entry deadline** (*See Bylaw 4-8-1 for CYO Eligibility Request Form Procedures*).
- 4-2-5 The appropriate adjoining parish is determined by:
  - A. The direct ('as the crow flies') distance between the child's official residence and the adjoining parish offering a team.
  - B. The student's first request must be made for the closest adjoining parish, as measured above. If that parish does not accept the student, the student has permission to approach the second closest adjoining parish, etc.

**4-2-6** Should no adjoining parish be able to accept a student, the CYO Athletic Administration will assist in placing the student in an appropriate program. A *CYO Eligibility Request Form*, requesting such assistance, with required signatures *from the home parish/school*, is due to the Area CYO Athletic Director on or before the published roster due date.

### **Section 3 Alternative Eligibility**

**4-3-1** Students residing at Diocesan youth-serving social service agencies, or attending Diocesan educational institutions or Diocesan recognized Community Centers are eligible for CYO athletics. Participants must live within the institution's boundaries or the Center's designated area limits. Students must also regularly participate in an organized on-going religious education program. It is the responsibility of the pastor or Center Director to validate participation in the religious education program.

**4-3-2** A Student attending a member educational institution is eligible to participate in CYO Athletic Programs. Should one or all of these schools or institutions elect not to sponsor a particular sport in the CYO Athletic Program, the player may participate for their home parish team if the sport is offered. If the sport is not offered by the parish, the adjoining parish rule applies (By Law 4, sec. 2).

### **Section 4 Change of residence**

**4-4-1** A player moving into a parish during the course of a sports season has the option to play with the previous parish team or with the new parish team. Both situations require *the submission of a Special Request Form and* the approval of the Area CYO Athletic Director.

### **Section 5 Eastern Rite**

**4-5-1** Any Catholic parish not governed by the Diocese of Cleveland (Orthodox, Byzantine, etc.) may apply for membership in CYO Athletic Programs after they obtain the approval of the Area CYO Athletic Director.

### **Section 6 Age Limitation**

**4-6-1** The CYO will, whenever possible, offer leagues by age/grades divisions. In each case, the athlete must meet the age requirement on October 1 of the current school year. Divisions are:

HIGH SCHOOL	9th - 12th grades	ages 18 and under
Varsity	11th, 12th and down	
Junior Varsity	9th and 10 <sup>th</sup> grade only	

## GRADE SCHOOL

Varsity	8th grade & down	ages 10-14
Jr. Varsity	7th grade & down	ages 9-13
Cadet	6th grade & down	ages 9-12
Developmental	5th grade & 4th	ages 8-11
Elemental	4th grade	ages 8-11

\* Note: All divisions may not be offered in all sports or areas.

**4-6-2** Third grade students are not eligible for CYO participation. Many parishes offer intramurals for such children.

**4-6-3** The division a team enters is determined by the oldest member of that team.

### **Section 7 Recruiting**

**4-7-1** High School Guidelines - The Ohio High School Athletic Association Bylaw 4, Section 9 outlines the following limitations on recruitment by an OHSAA member high school:

- A. A student is considered a prospective athlete upon enrolling in the seventh grade, or the grade corresponding to the seventh grade for a student from a foreign country.
- B. The use of influence by any person connected or not connected with the school to secure or to retain a prospective athletic is not permitted and shall cause the student to be ineligible upon transfer and shall jeopardize the standing of the member.
- C. Prior to enrollment a prospective athlete may visit a member school within the district of residence of parents, provided the arrangements for the visit are cleared through the principal of the school to be visited.
- D. No (OHSAA) member representative shall initiate any communication with a prospective athlete, parents or an athlete, guardian or family member, in person or through a third party prior to enrollment.
- E. A prospective athlete shall not be offered or accept any inducement, such as free tuition, employment, books, complimentary tickets, uniforms and supplies, other than that which is provided to all students.

**4-7-2** Grade School Guidelines - The use of influence by any person connected or not connected with a parish to secure or retain a prospective athlete from another member or parish/school is not permitted and shall cause the student to be ineligible upon transfer and shall jeopardize the standing of the parish/member in future CYO athletic programs.

## **Section 8 CYO Eligibility Request Form**

**4-8-1** *Eligibility Request Forms are to be submitted for each athlete that may be eligible under the PSR eligibility or adjoining parish eligibility rules outlined above.*

- A. The Eligibility Request Forms are to be submitted to the Area CYO Athletic Director by the published Team Entry deadline.*
- B. The student seeking eligibility is not permitted to participate in any scrimmages or competitions for the sponsoring parish until written approval is received from the CYO Administration.*
- C. Eligibility Request Forms submitted after the Team Entry deadline, incomplete or returned to the Pastoral Designee may result in the athlete being ineligible for preseason and early season competitions and scrimmages.*

## **BYLAW 5 - PARISH MERGERS FOR THE PURPOSE OF FIELDING ATHLETIC TEAMS**

**5-1-1** Two member parishes, one the sponsoring parish and one the adjoining parish, may merge for the purpose of fielding an athletic team. A Parish Merger should be the last resort and be used only when all other attempts by a Parish to field a team have been exhausted.

- A. A merger will be considered for approval by the Area CYO Athletic Director, when the following criteria are met by the adjoining parish.
  - 1. The athletes of the adjoining parish must report to their home Parish first to see if there is enough interest to field the team.
  - 2. A measurable effort by the adjoining parish to field a team is to be documented before a merger is applied for. Examples as follows:
    - a) Pre-season meetings well in advance to notify the athletes of a program.
    - b) Advertise in Church bulletins, mailings or phone calls to children's home.
    - c) Any other effort as long as it is well in advance of the merger deadline.
- B. The CYO prohibits the sponsoring Parish from recruiting players from the adjoining parish until these efforts by the adjoining parish have been attempted. The merger time limit will be strictly enforced and it is the sponsoring parish's responsibility to see that all paper work is properly completed.
- C. The Parish Merger Form must be signed by both Pastors and submitted to the Area CYO Athletic Director before the athletic program entry deadline.
- D. A Parish Merger is for one athletic program and for one year/season only.

- E. The CYO prohibits merged parishes from recruiting, rostering or using players from other adjoining parishes.

## **BYLAW 6 - COACHES**

### **Section 1 Age Requirement**

#### **6-1-1 Head Coaches**

- A. Any person, man or woman 18 years of age or older & approved by the pastor/Pastoral Designee of his/her parish may act as a head coach in CYO Grade School Athletic Programs.
- B. Any person, man or woman 25 years of age or older & approved by the pastor/Pastoral Designee of his/her parish may act as a head coach in CYO High School Athletic Programs.

#### **6-1-2 Assistant Coaches**

- A. An assistant coach must be at least 16 years of age and approved by the pastor/Pastoral Designee of his/her parish to act as an assistant coach in CYO Grade School Athletic Programs.
- B. An assistant coach must be at least 18 years of age and approved by the pastor of his/her parish to act as an assistant coach in CYO High School Athletic Programs.

### **Section 2 Supervision**

- 6-2-1** It is recommended and encouraged to have women acting as head or assistant coaches in girls' sports. When a girl's team is coached by men only, it is required that a woman 18 years of age or older be associated with the team as an athletic aide and is in attendance at all practices. In the case of a woman coaching on a boys team a male coaching associate or aide is required.

- 6-2-2** All teams must be represented at all scheduled practices and games with either their registered head coach, registered assistant coach, program athletic director, or the Pastoral Designee. The representative **MUST** be at least 18 years of age.

### **Section 3 Registration and Training**

- 6-3-1** All coaches must be registered annually with the Area CYO Athletic Director by having their name turned in on the appropriate CYO Coaches Roster. If there is a change during the season, please call the Area CYO Athletic Director to report the change. Persons who are not registered with the Area CYO office may not coach.

- 6-3-2** All coaches, both Head and Assistant Coaches, must attend a CYO approved CYO Coaches Development Program before they begin coaching.

- 6-3-3** Each parish must assure that a person who has been engaged to coach,
- A. Read and acknowledge the Diocese of Cleveland, “Policy for the Safety of Children in Matters of Sexual Abuse”
  - B. *Read and acknowledge the Diocese of Cleveland, “Standards of Conduct for Ministry”***
  - C. complete a parish application
  - D. attend an approved abuse prevention program
  - E. attend a CYO Coaches Orientation session
  - F. complete a fingerprinting process
  - G. Failure to do so will result in the coach’s ineligibility until the requirements have been completed

## **BYLAW 7 – CODE OF CONDUCT**

**7-1-1** It is expected that all players, coaches, parents, officials, commissioners, site personnel or *other* persons involved with a CYO team, will conduct themselves as an example of Christian behavior. They do this through Christian leadership, good sportsmanship and providing healthy athletic programs. Christian behavior is essential and expected as a witness to the philosophy and values of CYO athletics.

**7-1-2** *All those involved in CYO Athletics agree;*

- A. *To be a positive force in the formation of the youth as a total person through counseling and encouragement, all athletes should learn their value and responsibility to the Team, Church and Community.***
- B. *To master and follow the rules of the sport, CYO modification, divisional rules as well as the general policies of the CYO Charter & By-laws.***
- C. *To help the players master the skills of the sport and to use practices, competitions and games as opportunities to develop the fundamental skills in each athlete.***
- D. *To be punctual and responsible in the fulfillment of their obligations by arriving at the competition and practice sites early, by making introductions to officials, scorers/timers/supervisors and other coaches and building a Christian Community.***
- E. *To be mindful that their conduct during each event has a tremendous impact on the conduct parents and fans exhibit. CYO Leaders should always demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit of CYO.***
- F. *To be mindful that their conduct has a tremendous impact on the love of the sport a child may have, the view parents and fans have of youth sports, the reputation of the youth coaching profession and the quality of the CYO Athletic Program.***

**7-1-3** *All those involved in CYO Athletics agree that* the following do not represent the conduct expected in CYO and will not be tolerated:

- A. Failure of the ***CYO Parish and Administration leadership*** to assume direct responsibility for the individual program.
- B. Refusal to abide by the rules and decisions of the CYO.
- C. Violation of the Influence Rules (recruiting).
- D. Knowingly using an ineligible player.
- E. Taking a team off the field, floor, or out of a tournament because of dissatisfaction with the officials or other unsatisfactory reasons.
- F. Failure to control the spectators and/or players bench.
- G. Failure to adequately protect officials and/or the visiting team.
- H. Violation of the practice and playing season dates.
- I. Use of profane, vulgar or abusive language.
- J. Inappropriate conduct or disrespect toward officials, site personnel and others involved in CYO Athletics.
- K. Vandalism or the destruction of property.
- L. Verbal or physical abuse of players, coaches, opponents, officials or anyone affiliated with the CYO program.
- M. Use of alcohol or illicit drugs or tobacco before, during, or after any CYO activity.
- N. Representing ideals that are contrary to the philosophy, rules or spirit of the CYO program.
- O. Escalating behaviors that incite others to act in ways that are in direct conflict with the values of the CYO program.

**7-1-4 Coach/Player Ejection and Suspension**

- A. A coach or player ejected from a game for any reason, **MUST LEAVE THE PREMISES** and shall be **SUSPENDED** for the next scheduled game, ***unless noted differently in the sport specific rules***. An ejected player must be supervised by an adult. The person ejected may not associate with the team during the suspension. Any violation of this suspension or a second ejection will result in suspension for the remainder of the season.
- B. If a head coach is ejected from a game and does not leave quietly or there is no registered assistant coach, the team must forfeit that game.
- C. **THE PENALTY FOR ANY COACH OR PLAYER WHO IS SUSPENDED TWICE WILL BE REMOVAL FROM THE PROGRAM FOR THE REMAINDER OF THE SEASON.**
- D. Any flagrant or unsportsmanlike conduct is just cause for suspension. Good sportsmanship is expected at all times by all parents, coaches and players. Inappropriate behavior at any time during the CYO function is just cause for penalty.

E. The Head coach is responsible for the conduct of their assistant coaches, players and fans.

**7-1-5 INAPPROPRIATE LANGUAGE** - Sportsmanship is a primary focus of CYO sports and players and coaches are expected to respect their opponents. It is inappropriate for players and coaches to use insulting or demeaning language (“Trash Talk”) to one another before, during or after games. Coaches and Players should be required by their school and parish administration to avoid negative comments directed at opposing coaches, players or officials. It is clearly the role of the coach to set a proper example in this area of sportsmanship and to assure that the team does the same. These rules will be strictly enforced by CYO game officials.

**7-1-6 General Diocesan Rule on Alcohol, Tobacco and Firearms**

A. Coaches, players, managers, statisticians, scorekeeper, cheerleaders, spectators, site personnel, commissioners and contest officials in the CYO athletic program are prohibited from using any form of alcohol, illicit drugs, tobacco products, or carry a firearm or deadly weapon at CYO athletic competitions or practice sessions.

B. Alcohol, illicit drugs, tobacco products, or firearms and deadly weapon are not permitted anywhere on the premises of a CYO athletic event. Penalty for violation by the parish representatives, officials, coaches, spectators or participants is disqualification from that contest as well as possible legal action. The CYO Member is responsible to enforce this policy.

C. CYO contest sites are drug, alcohol, tobacco and firearm free zones.

**BYLAW 8 - MANDATORY PARTICIPATION**

**8-1-1** IT IS THE PHILOSOPHY OF THE CYO TO HAVE PLAYER PARTICIPATION AT ALL LEVELS OF COMPETITION. ALL ELIGIBLE PLAYERS IN ALL SPORTS, ON THE BENCH AND IN A GAME UNIFORM MUST PLAY.

**8-1-2** *CYO prohibits "cutting" players from a team. It is an underlying principle of CYO to allow all to play and participate, and for us to foster the development of physical and social skills, as well as spiritual strength in each CYO Athlete on our team. Therefore tryouts are not to be held for the purpose of limiting participation.*

**8-1-3** Individual rules for each sport define the implementation of the participation rule.

- 8-1-4** All children eligible and healthy are expected to play. (For reasons of discipline, grades, etc., a child may lose eligibility as determined and established by the coach, school, principal, parish pastor, administrator or Pastoral Designee). *In situations of ineligibility the coach is to inform the scorer and opposing coach of the ineligibility as well as insure it is marked on the game score sheet or game line-up/participation form.*

## **BYLAW 9 – RULES FOR EVENT SANCTIONS**

- 9-1-1 Events requiring a Sanction** - An Application for an Event Sanction must be completed by the sponsoring organization which wishes to host a Tournament, Competition, and Carnival. An Application for an Event Sanction must also be completed for a Scrimmage event for which an entry or other fee is charged. See Bylaw 1-2-2 for definitions of each.
- 9-1-2 Sponsoring Organizations** - Parishes, Parish Organizations, Catholic High Schools, Catholic Colleges, and Catholic Community Centers are permitted to conduct events with the sanctioning of the Area CYO Athletic Director.
- 9-1-3 Participation in Sanctioned Events**
- A. Member teams are eligible to participate in only CYO sanctioned events.
  - B. Member teams are eligible to participate in CYO competitions outside of the Diocese of Cleveland upon receiving written approval from the Area CYO Athletic Director.
  - C. Participation in Sanctioned Events is limited to CYO Member teams and CYO teams from other Diocese.
  - D. Non-member teams are not eligible for participation in Sanctioned Events.
- 9-1-4 Competition Time Limitations**
- A. Sanctioned Event may not begin prior to the officially published CYO practice starting date of the sport.
  - B. All Sanctioned Events must comply with the competition limits outlined in Bylaw 2-3-1 thru 4.
  - C. All Sanctioned Events must comply with the per day/week game limitations outlined in the sport specific rules.
  - D. All Sanctioned Events must be completed by the officially published CYO end of season date for that sport.

### **9-1-5 The Event Sanctioning Process**

- A. An Application for an Event Sanction is to be obtained from the Area CYO Athletic Office.
- B. An Application for an Event Sanction must be completely filled out and received along with the sanction fee by the Area CYO Athletic Director no later than one week before the start of the event.
- C. The Area Athletic Office verifies the application for completeness, content, attachments, payment of fee and that the sponsoring organization is in good standing (fees, paperwork of any prior sanctioned events and general program activities are complete). If any items are lacking, the sponsor is notified and approval is withheld until items are corrected or complete.
- D. Upon approval the event will be listed on the official event listing available to all CYO members and the sponsor will receive a Sanctioned Event Packet including event sponsoring guidelines, sport specific rules and completion report form.
- E. Within ten (10) days of the completion of the event the event director is to return the completed Sanctioned Event Completion Report and a complete copy of event brackets/results to the designated CYO Athletic Office.
- F. Failure to return the Completion Report or violation of sport rules will result in penalties outlined in Bylaw 12.

### **BYLAW 10 - NON-PARISH TEAMS**

- 10-1-1** A participant on a CYO sponsored team shall not participate in a contest, on any other team, in the same sport, during that sport's season unless stated otherwise in the CYO sport specific rules.

### **BYLAW 11 - PROTESTS AND GRIEVANCES**

#### **11-1-1 Types of complaints to be heard**

- A. A formal grievance is any concern or disagreement with the administration of the Catholic Youth Organization athletic program. A formal grievance does not require a protest fee to accompany that complaint.
- B. A formal protest is a written objection directly associated with the rules and/or athletic contest. A formal protest, in order to be considered by the Area CYO Athletic Director or committee must be accompanied with a protest fee of \$25.00. If the protest is upheld, the fee will be returned.
- C. Protests or grievances involving disputed calls by game officials are not considered for appeal.

### **11-1-2 Process:**

- A. The initiator of the complaint submits a grievance or protest in writing. The document must be signed by the Pastoral Designee and Member Administrator.
- B. In order to initiate a review by the Area CYO Athletic Director, the member must file a formal protest or grievance as defined above within (3) business days of the incident or before the next scheduled game in the athletic schedule.
- C. When the Area CYO Athletic Director gets the written complaint, notification will be made to the people involved; Pastoral Designee and Member Administrator of the complaint. A copy of the complaint is sent to the individual(s) involved.
- D. The Area CYO Athletic Director collects pertinent facts and renders a ruling.
- E. If the Area CYO Athletic Director is involved in the grievance or protest or the CYO Athletic Administrator feels the protest or grievance should go to the next step, it moves on without the Area CYO Athletic Director's ruling.
- F. An appeal of a decision by the Area CYO Athletic Director may be filed with the CYO Athletic Administrator within five (5) business days following the release of the written decision.
- G. The final review is made by the CYO Athletic Administrator. Both parties may be invited to present their case. Up to five (5) people directly related to the program and/or problem may offer presentation.
- H. A written decision shall be issued three (3) days after the Athletic Administrator's review.
- I. At anytime during this process the CYO Athletic Administration may call a grievance committee to assist in rendering a final decision.

### **11-1-3 Basic Steps**

- A. The Area CYO Athletic Director renders a ruling. If that individual is involved in the grievance/protest the process begins at Basic Step B automatically. The grievance/protest must have the signature of the member's Pastoral Designee and Member Administrator.
- B. Final appeal is to the CYO Athletic Administrator whose decision will be final.

## **BYLAW 12 - PENALTIES FOR VIOLATION OF RULES**

**12-1-1** The penalties that are imposed by the CYO Athletic Administration or their Pastoral Designee for violation of these rules include, but are not limited to: eligibility, entry procedures, player participation, player and coach conduct and the like.

- A. No further action.
- B. Warning.
- C. Probation.
- D. Forfeiture of playoff or tournament rights.
- E. Forfeiture of game or games.
- F. Temporary or permanent suspension or removal of a player, coach, parent or spectator.
- G. Suspension of current/future event sanctions.
- H. Suspension of the team.
- I. Suspension of athletic contests when the relationship between two or more teams have become so quarrelsome and unsportsmanlike as to jeopardize the parish and public welfare.
- J. Suspension of the member.

**12-1-2** Penalties assessed by the CYO Athletic Administration upon members for violation of these Bylaws will vary with the nature of the violation.

**12-1-3** Initial rulings will be made by the Area CYO Athletic Director, or CYO Commissioner. Their decisions may be appealed to the Athletic Administrator whose decision shall be final. CYO Athletic Administration may or may not consult with CYO Athletic Advisory Committee members.

## **BYLAW 13 - AMENDMENTS TO THE BYLAWS**

**13-1-1** The Bylaws of this organization may be amended by the CYO Athletic Administration. A consultation process will be used when appropriate.