



*Catholic Charities Health and Human Services*

Diocese of Cleveland

# **CLEVELAND CYO CHARTER & BYLAWS**

*JUNE, 2009*



CYO Athletics—endeavoring to help young people be more Christ-like in the way they live.

# CLEVELAND CYO CHARTER & BYLAWS

## *JUNE, 2009*

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# CHARTER FOR CYO – DIOCESE OF CLEVELAND

*July, 2008*

This Charter defines the organizational framework by which CYO athletic programs are to be conducted. The CYO program is dependent on a relationship of mutuality between athletic administration, sport program staff, and the members. The foundation of this Charter and central to this relationship is the following:

- The Charter defines the relationship between CYO Athletic Administration, CYO sports program staff, and CYO members.
- The Charter requires the annual choice by members to be part of the CYO. This choice indicates full and active support and adherence to the spirit and letter of the Charter & Bylaws.
- The Charter requires that CYO members field teams only in leagues sponsored by CYO. Members' participation in other leagues in a sport offered by CYO is prohibited.
- The Charter clarifies the primary roles and relationships into these three areas:
  1. CYO Athletic Administration - Governance & Oversight
  2. CYO Sport Program Operation - Commissioners and program personnel who run various sport programs among members.
  3. CYO Member Administration - Organization of CYO sports programs at the member level.
- CYO Members and Athletic Administration agree to work together to promote good sportsmanship. Together we will nurture and stress positive Christian social interactions and relationships as well as the development of physical skills and cognitive growth. CYO Members and Athletic Administration will hold paramount the spiritual development of each participant (athlete, coach, parents and fans, etc.) as we focus on high standards of behavior at all levels of CYO sport programs.
- CYO Member programs are an extension of the parish, school or Catholic Charities community organization. As such, these athletic programs are most effective when part of the members' comprehensive ministry to youth.

## **ARTICLE 1 - NAME**

**1-1-1** The name of this organization is the Cleveland - Catholic Youth Organization (“Cleveland-CYO”).

## **ARTICLE 2 - PURPOSE**

**2-1-1** The purpose of CYO athletics is to govern and oversee specified inter-member athletic competition. This is accomplished by:

- A. providing an organizational structure for athletic competition between members.
- B. establishing and monitoring standards for individual participants, coaches, volunteers and contest officials.
- C. providing information, and programmatic materials to facilitate active communication among participating members.
- D. establishing and monitoring standards for good sportsmanship and healthy athletic competition.
- E. establishing standards to manage the risk and prevent the exploitation of members and participants.

## **ARTICLE 3 - PHILOSOPHY**

**3-1-1** CYO Athletics endeavors to help young people be more Christ-like in the way they live. CYO programs focus on the total development of participants in order to influence the formation of Christian values. For this reason, CYO sports are an important part of the Catholic Church’s comprehensive ministry to, with, by, and for youth.

**3-1-2** CYO Athletic programs foster the development of physical skills, social skills, emotional growth, affirmation of gifts and spiritual strength. The young person, not the athletic activity, is the primary focus of CYO Athletics. Therefore, we believe that:

- A. all CYO Athletic programs should be well organized and maintain standards of high quality.
- B. all who have the opportunity to be on a team should also have the right to participate in the game (Mandatory Participation).
- C. participants should have the opportunity to be involved in athletics at an appropriate age/grade level.

**3-1-3** The coach is critical in CYO Athletic programs. The coach’s primary role is that of youth ministry leader, therefore, the coach should strive to act at all times as a model of Christ-like values and behaviors. The coach serves

young people as a teacher and a mentor who helps them learn important lessons through all athletic experiences.

- 3-1-4** Successes are important for any team. It is the role of the coach to enable the young person not to see success only in terms of winning. The coach teaches, that by setting achievable personal and team goals and reaching those goals, everyone is successful and “a winner.” In CYO Athletics, success is not measured by the final score. Success is measured by the effort of individuals striving to achieve team goals while respecting themselves, their teammates, and their opponents and at the same time having fun.
- 3-1-5** We affirm that the heart of CYO Athletics and the key to its success is found in the many volunteers who freely give of their time, energy, resources, and expertise. It is the right of everyone associated with CYO to expect volunteers to model the values and ideals of our Catholic faith. Volunteers therefore must develop their skills through participation in training to help them learn the CYO philosophy and bring it to life at the parish level.
- 3-1-6** All CYO Athletic programs should be viewed as part of the faith building efforts of the participating members. These programs can be effective tools that will invite, welcome and involve all persons into the life of the faith community. The inter-relationship of CYO Athletics with family life, parish life, and school life is essential.
- 3-1-7** CYO Athletics is committed to the acceptance of and love for people of all nationalities and races. Through our CYO Athletic programs, we work to build a community and a bond of unity that leads to caring for one another in the ways that Jesus taught.

## **ARTICLE 4 - MEMBERSHIP**

### **4-1-1 Member Administration and Membership Defined**

- A. The Member Administrator is responsible for the direction and supervision of the CYO Athletic program at the member level. The Member Administrator has the authority to select and remove the Pastoral Designee.
- B. The Pastoral Designee is the official member liaison with CYO Athletic Administration. The Pastoral Designee is responsible for the day-to-day operation of the member’s CYO Athletic programs. The Pastoral Designee is ultimately accountable to the Member Administrator.
- C. Membership in the CYO is voluntary and open to any of the following:

1. A parish recognized by the Diocese of Cleveland as a Roman Catholic Parish. The Pastor fulfills the Member Administrator role.
2. Other Catholic Parishes (Eastern, Byzantine etc.) which are located within the Diocese of Cleveland. The Pastor fulfills the Member Administrator role.
3. An Educational Institution of the Diocese of Cleveland containing a combination of grades four (4) through twelve (12) that operates outside the authority of a parish. The Principal fulfills the Member Administrator role.
4. A Catholic Social Service/Community Center. The Executive Director fulfills the Member Administrator role.

#### **4-2-1 Procedures for Initial Membership**

- A. An application for membership for the upcoming year must be completed, signed by the Member Administrator and submitted by July 31.
- B. The member must submit a description or map identifying its boundaries.
- C. The member must name a Pastoral Designee who will serve as the official parish/member contact person.
- D. CYO Athletic Administration will approve or disapprove the application as submitted or modified.
- E. Member-applicants will receive confirmation of their membership status in writing by August 15 of that year.

#### **4-3-1 Procedures for Continuing Membership**

- A. The Member Administrator must annually sign and submit the CYO member application form by July 31. The application must name the Pastoral Designee.
- B. Failure to file an application for membership by the above due date will preclude the member from being scheduled or participating in any CYO sanctioned athletic programs or events.

#### **4-4-1 Membership Period**

- A. The membership period begins August 1 and continues until July 31 of the following year.
- B. Memberships must be renewed, by the Member Administrator, prior to July 31.

**ARTICLE 5 - CYO ORGANIZATIONAL AREAS**

**5-1-1** The CYO program is divided into four governance/program areas known as the Central, East, West and South.

Note 1: The CYO and Community Services of Summit County is responsible for governance and programs in the South area.

Note 2: CYO programs in the governance and program areas of Central, East and West are administered by the Youth & Young Adult Ministry and CYO Office of Catholic Charities Parish and Community Ministries.

**5-1-2** The CYO Athletic Administration determines the members' program or administrative areas. Members requesting to transfer from one area to another area, or to participate in another area's programs need the approval of the CYO Athletic Administration.

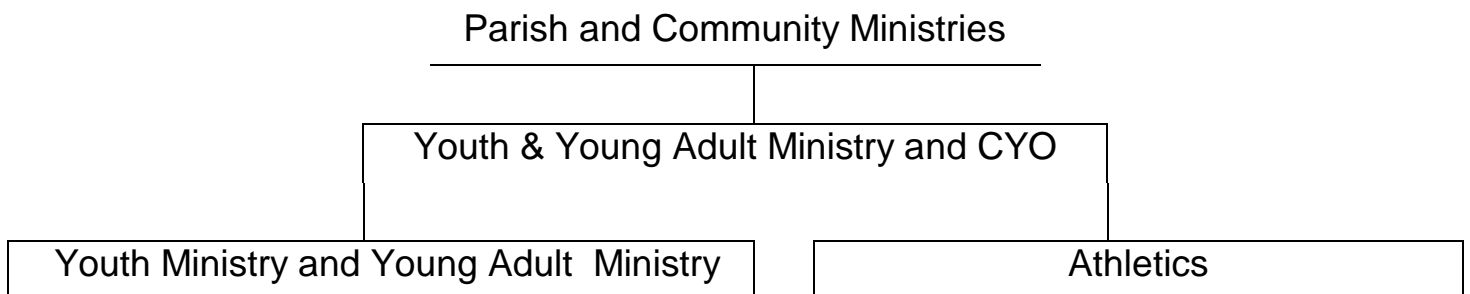
**ARTICLE 6 - ATHLETIC PROGRAM FEES**

**6-1-1** The CYO Athletic Administration shall have the authority to determine athletic program and contests fees, to include, but not limited to the following: 1. individual participation 2. team fees 3. contest admission 4. contest officials and 5. sanctioning fees.

**ARTICLE 7 - GOVERNANCE STRUCTURE**

**7-1-1 CYO Athletic Administration**

CYO Athletics is a Catholic Charities Health & Human Services program within Catholic Charities Parish and Community Ministries. CYO Athletics is managed and operated under the direction of the Youth and Young Adult Ministry and CYO Office. Governance and oversight of CYO Athletics are handled by the CYO Athletic Administration.



### **7-1-2 CYO Member Administration**

CYO Athletics at the local member level is managed and operated under the direction of the Member Administrator. Day to day operation of the CYO Member programs is the responsibility of the Member Administrator and the Pastoral Designee.

## **ARTICLE 8 - AREAS OF RESPONSIBILITY**

### **8-1-1 CYO Athletic Administration**

- A. The CYO Athletic Administrator is appointed by and responsible to the Director of the Youth & Young Adult Ministry and CYO Office. The CYO Athletic Administrator is in charge of CYO Athletics and has the responsibility of implementing the Charter and Bylaws on behalf of CYO.
- B. The Athletic Administrator and Area CYO Athletic Directors will make final decisions regarding questions and interpretations of the Charter, Bylaws and Sport Regulations, and shall impose and enforce penalties.
- C. The Athletic Administrator and Area CYO Athletic Directors shall:
  - 1) provide for the preparation of forms for the members
  - 2) distribute reports and bulletins to the members
  - 3) arrange clinics and coaches development programs for coaches and program administrators
  - 4) provide for the scheduling of contests and Diocesan tournaments in a safe and healthy environment
  - 5) hire and supervise commissioners and site directors for sport program operations.
  - 6) perform annual random audits/review of member preparticipation and emergency forms.
- D. The Athletic Administrator and Area CYO Athletic Directors will account for all athletic funds of the organization and supervise preparation of reports as requested by the Director.
- E. The Athletic Administrator and Area CYO Athletic Directors shall assign duties and responsibilities to employees and program volunteers under their supervision.
- F. The Athletic Administrator and Area CYO Athletic Directors shall sanction events in accordance to outlined procedures.

### **8-2-1 CYO Member Administration**

- A. Each Member shall abide by and enforce the spirit and letter of the CYO Athletic Charter, Bylaws, Sport Regulations and Athletic Rules.
- B. Each Member shall provide a safe and healthy environment for supervised practices.

- C. Each Member shall establish and monitor a process for the development of expectations, recruitment, screening, supervision and evaluation of program volunteers.
- D. Each Member shall verify that member participation is only in CYO sponsored/sanctioned programs, activities and tournaments.
- E. Each Member shall establish and administer a formal process for handling internal Member grievances and impose penalties and disciplinary action when violations occur.
- F. Each Member shall implement and monitor established standards for participants, parents, coaches and volunteers.
- G. Each Member shall monitor the completion, accuracy and timely submission of required paperwork and fees.
- H. Each Member shall record and monitor volunteer & staff participation in required CYO meetings, CYO training sessions and other Diocesan requirements.
- I. Each Member is responsible for distributing preparticipation and emergency medical authorization forms to student participants. Members are responsible for checking that each participant's form is complete, accurate, and on file with the member before the participant engages in any form of practice or competition. The filing location will be reported annually to the CYO office along with the membership application. Annual random audits will be conducted to assist parishes and assure compliance. Coaches are to retain copies of the forms with them at all times when responsible for the student participants.

## **ARTICLE 9 - ADVISORY COMMITTEES**

- 9-1-1** The CYO Athletic Advisory Committee is a program committee of the Youth & Young Adult Ministry and CYO Office.
- 9-1-2** The purpose of the CYO Athletic Advisory Committee is to review and evaluate new and/or existing programs, reports, planning efforts, and to advise and make recommendations to the Athletic staff.
- 9-1-3** The Committee shall be composed of parish members with equal representation from the program service areas. The committee may include non-member, ad hoc members. The term of each Committee Member is a two-year minimum that is renewable.
- 9-1-4** The Athletic Advisory Committee will meet quarterly and meetings are scheduled by the CYO Athletic Administrator. Special meetings may be called by CYO staff on an as needed basis.

**9-1-5** The Athletic Advisory Committee is advisory by design and shall have the authority assigned to it by the CYO Athletic Administrator or Director of the Youth and Young Adult Ministry and CYO Office.

**9-1-6** Three unexcused absences from regular meetings are grounds for dismissal.

## **ARTICLE 10 - MEMBER FORUMS**

**10-1-1** CYO Athletic Administration will convene Member Administrators bi-annually for the purpose of dialogue, quality improvement, and sharing of information.

**10-1-2** CYO Athletic Administration will convene Pastoral Designees on an annual basis for the purpose of dialogue, program review, and sharing of information.

## **ARTICLE 11 – AMENDMENTS**

**11-1-1** The Charter of this Organization may be amended by the CYO Athletic Administration after appropriate consultation.

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

*June, 2009*

## **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. 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.
- F. 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.
- G. 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** 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 1:00 p.m. 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 Grade School Level teams are to end at 9:00 p.m. All practices for CYO High School Level teams are to end at 10:00 p.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** Special scheduling requests must be turned in at the time of team entry. Only special scheduling requests made by that time 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**

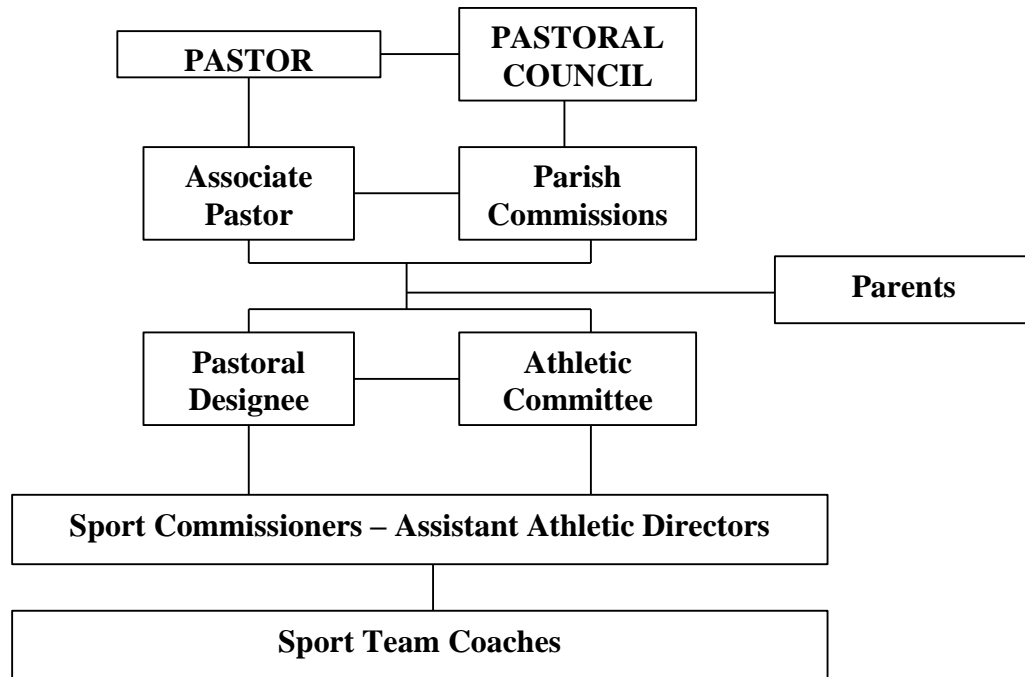
- A. Conferences will be formed geographically with an appropriate level of competition.
- B. Conference standings will be kept, and a championship trophy will be awarded.
- C. Varsity level Diocesan Tournaments may be held.
- D. Conference/Divisional playoffs may be held.

**BYLAW 3 - MEMBER ADMINISTRATIVE RESPONSIBILITY**

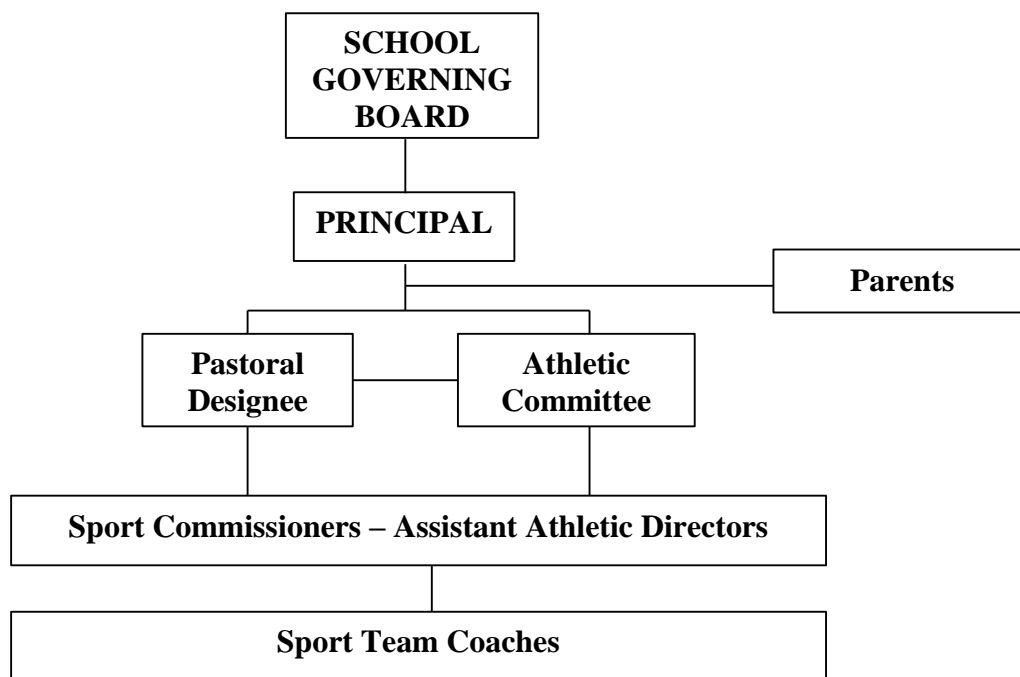
**Section 1 Roles and Responsibilities**

- 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.

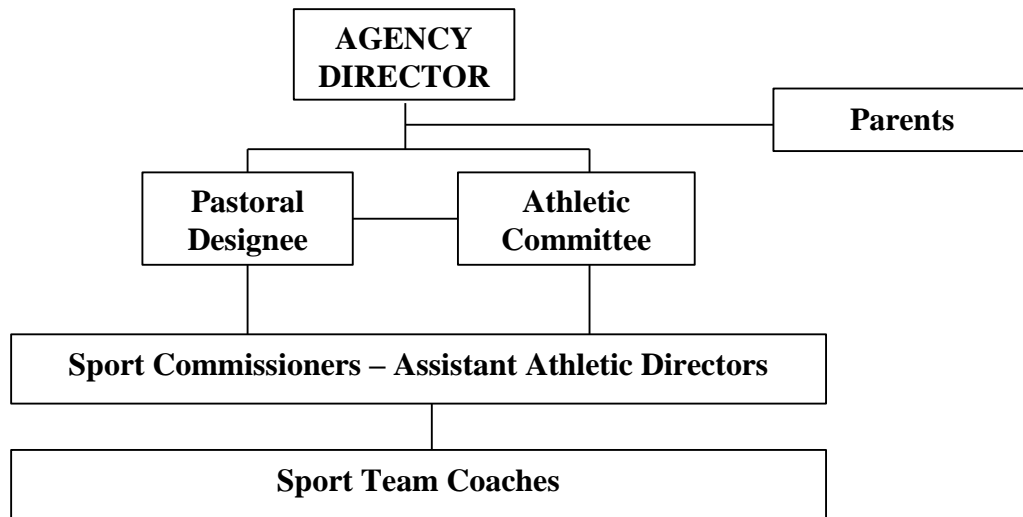
**3-1-8 Member Parish Organizational Chart**



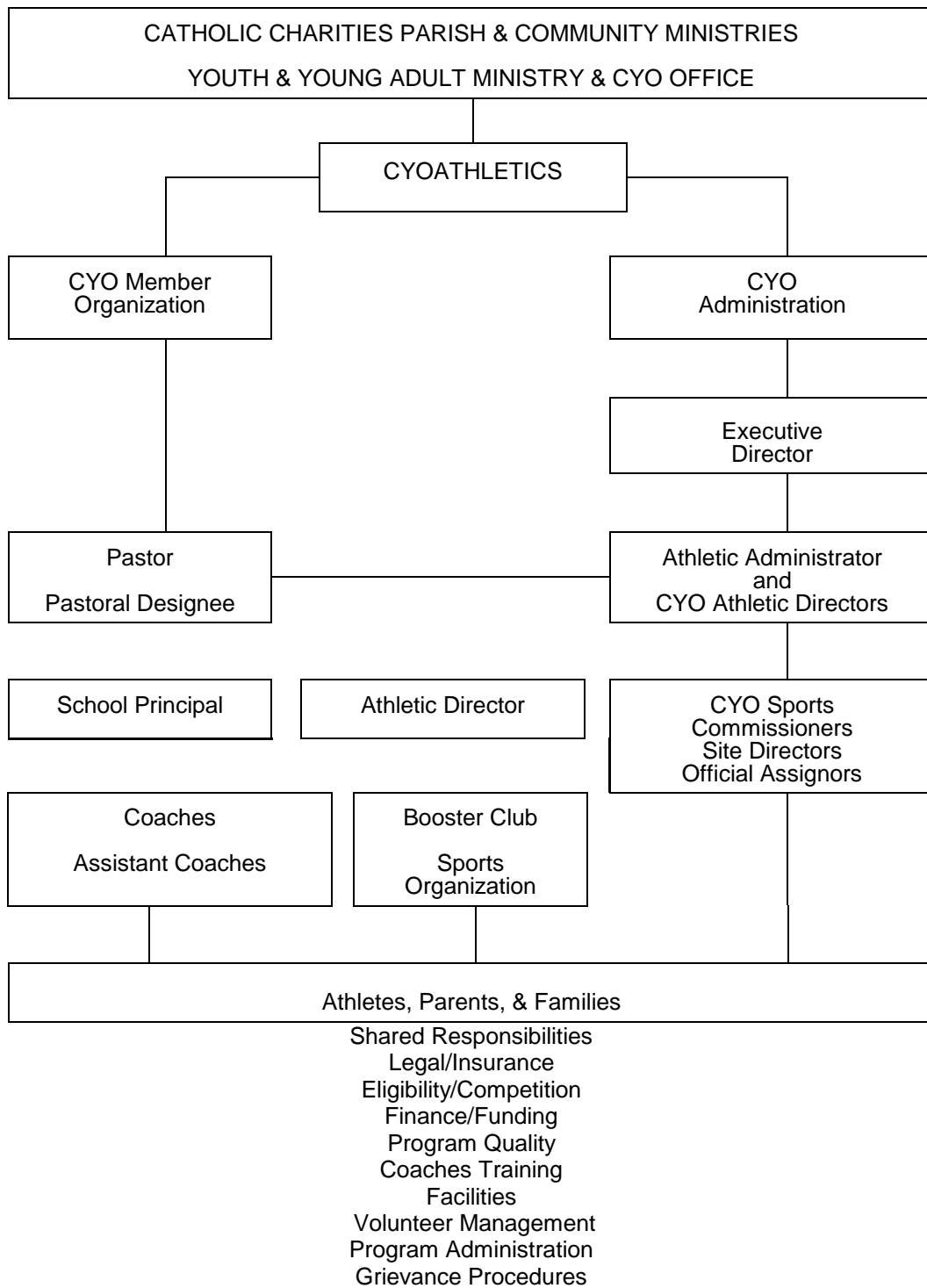
**3-1-9 Member School Organizational Chart**



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



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



## **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 thirteen 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 published deadline date, or the day before the first scheduled CYO competition for the season.
- 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 practice, 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 another CYO Member 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. Eligibility for athletes who's Parish/School does not offer a team 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** Eligibility of athletes who's Parish/School does not offer a team

- 4-2-1** If a parish/school does not offer a CYO team in a specific sport, the student is eligible to compete for another CYO Member if:
  - A. the student attends his/her parish grade school, or
  - B. the student's parents or legal guardians are registered members of a Catholic parish
  - C. and, the process outlined in Bylaw 4-2-5 is followed and a Eligibility Request Form is submitted according to Bylaw 4-8-1
- 4-2-2** Deleted.
- 4-2-3** Deleted.
- 4-2-4** Deleted.
- 4-2-5** Determining the appropriate parish/school to participate for:
  - A. The first request for participation must be made to the Pastoral Designee of the CYO Member that is closest to the child's residence as measured by the process below.
  - B. If the closest CYO Member does not accept the child, the child has permission to approach the Pastoral Designee of the second closest CYO Member as measured by the process below.
  - C. If the second closest CYO Member does not accept the child, the child has permission to approach the Pastoral Designee of the third closest CYO Member or contact the CYO Athletic Administration for placement (according to By-law 4-2-6).
  - D. Process for determining the appropriate CYO Member to participate:

1. Distance consideration for determining the CYO Member must radiate out in ALL directions from the child's official residence toward surrounding CYO Members.
2. The distance between the child's official residence and the CYO Member offering a team shall be determined by using Mapquest.com or other such navigational system approved by the CYO.

**4-2-6** Should no CYO Member 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 Bylaw 4-2 applies.

### **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. More restrictive limitations on age may be in place for certain sports. Consult the sport rules for details.

**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 (Bylaw 4-1-3-C) or “Parish/School does not offer a team” (Bylaw 4-2) 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 practice, 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 will result in the athlete being ineligible for practice, preseason and early season competitions and scrimmages.
- D. Eligibility Request Forms may not be altered by a member or revoked by a member after the application has been approved by the CYO Athletic Administration.
- E. ***Members that do not offer any sports programs may fill out an Eligibility Request Form once for all sports for an athlete wishing to participate with another member’s program. The process is outlined in Bylaw 4-2-5.***
  - 1. ***The form will be good for one (1) athletic year.***
  - 2. ***The form is due to the CYO Office by the published team entry date of the first sport the athlete is applying for.***
  - 3. ***All deadlines and athlete participation limitations apply as outlined in 4-8-1-A and 4-8-1-B.***

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

**5-1-1** ***Multiple*** Parishes/Schools, one the sponsoring Parish/School and ***multiple Parishes/Schools*** may merge for the purpose of fielding an athletic team. A Merger should be the last resort and be used only when all other attempts by ***all Parishes/Schools*** to field a team have been exhausted ***and/or when***

***Parishes/Schools do not offer the program.***

- A. ***A merger will be considered for approval by the CYO Athletic Office for Parishes/Schools that have offered, in the prior year, the sport they are wishing to merge when the following criteria are met by the Parishes/Schools.***
1. The athletes of ***each Parish/School*** must report to their home ***Parish/School*** first to see if there is enough interest to field the team.
  2. A measurable effort by the ***each Parish/School*** 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.
  3. ***A Merger Proposal needs to be submitted by the sponsoring member to the CYO Athletic Office for approval no later than the following dates:***
    - Fall Sports by June 30***
    - Winter Sports by September 30***
    - Spring Season by January 31***
  4. ***Once approval of the merger proposal is made, the final merger agreements need to be submitted to the CYO Athletic Office no later than ten (10) business days before the published Team Entry Deadline.***
- B. ***For Parishes/Schools that have not offered in the past year, do not offer or have no interest in offering the program wishing to be merged, a letter signed by the Pastor/Administrator stating that do not offer the program will take the place of 5-1-1A sections 1 and 2.***
- C. The CYO prohibits the sponsoring member from recruiting players from other ***Parishes/Schools***, and vice versa until the above efforts by ***all Parishes/Schools*** have been attempted. The merger time limit will be strictly enforced and it is the sponsoring member's responsibility to see that all paper work is properly completed and all fees submitted.
- D. The Merger Agreement Form must be signed by ***all Pastors/Administrators*** and Pastoral Designees and submitted to the CYO Athletic ***Office*** before the athletic program entry deadline.
- E. A Merger is for one athletic team and for one season only.
- F. The CYO prohibits merged Parishes/Schools from recruiting, rostering or using players from other ***Parishes/Schools*** on the merged team.

## **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. The document requesting the appeal must be signed by the Pastoral Designee and Member Administrator.
- 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/appeal 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.