



*Catholic Charities* / Parish & Community Ministries  
Youth & Young Adult Ministry and CYO Office

TO: Member Administrators and Pastoral Designees  
FROM: CYO Athletic Staff  
RE: Mergers for the purpose of fielding athletic teams

The CYO recognizes that, at times there may be a need for two or more Parishes/Schools to merge for the purpose of fielding an athletic team. The CYO considers a Merger to be the last resort and should be used only when all other attempts by a Parish/School to field a team independently have been exhausted.

Before a merger will be considered and approved, the following criteria that must be met by the Parishes/Schools.

- A) For Parishes/Schools that offered the program wishing to be merged in the prior year: the following steps must be taken.
  - 1) The athletes of the Parishes/Schools must report to the home Parish/School first to see if there is enough interest for an independent team.
  - 2) A measurable effort by the Parish/School to field a team independently is to be documented before a merger is applied for i.e.:
    - 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/school.
    - c) Any other effort as long as it is well in advance of the merger deadline.
  - 3) A written explanation as to why the requested merger should be approved.
- B) For Parishes/Schools that did not offer the program to be merged in the prior year; A letter signed by the Member Administrator and Pastoral Designee (if applicable) stating their desire to merge a team must be submitted along with the completed merger proposal.

The CYO prohibits the Parishes/Schools from recruiting players from each other in the effort to field a team until these efforts by the Parishes/Schools have been attempted. The merger time limit will be strictly enforced and it is the sponsoring Parish/School's responsibility to see that all paperwork is properly completed. The Merger Proposal must be completed and submitted to the CYO Office for approval by the following deadlines:

***Fall Sports by June 30***  
***Winter Sports by September 30***  
***Spring Season by January 31***

If the Proposal is approved by the CYO Office, the final Merger Agreement will be due 10 business days before the posted team entry deadline.

The Merger is protestable and the CYO protest/grievance procedure will be used to resolve such protests. We hope that these criteria along with the guidelines set down in the merger agreement will help the members as well as the youth served by the CYO.

***CYO Athletics - Endeavoring to help young people be more Christ-like in the way they live!***  
CYO Athletic Office, 7911 Detroit Avenue, Cleveland OH 44102, tel (216) 334-1261 fax (216) 334-1270

**YOUTH AND YOUNG ADULT MINISTRY AND CYO OFFICE  
MERGER PROPOSAL FOR ATHLETICS**

Sponsoring Parish/School: \_\_\_\_\_ Sport: \_\_\_\_\_

Is seeking to merge with the following members:

Parish/School #1: \_\_\_\_\_ Parish/School #5: \_\_\_\_\_

Parish/School #2: \_\_\_\_\_ Parish/School #6: \_\_\_\_\_

Parish/School #3: \_\_\_\_\_ Parish/School #7: \_\_\_\_\_

Parish/School #4: \_\_\_\_\_

For the sport of: \_\_\_\_\_ Date: \_\_\_\_\_

Gender (Circle): BOY GIRL Level of Play (Circle): GRADESCHOOL HIGHSCHOOL

Division of Play (Circle): VARSITY JUNIOR VARSITY CADET DEVELOPMENTAL ELEMENTAL

- Parishes/Schools, one the sponsoring Parish/School, along with the other Parishes/Schools listed above are applying to merge for the stated CYO athletic program. We have followed the guidelines listed below and are seeking approval of the CYO Athletic Office. It is understood that the merger is for one (1) athletic program, one (1) athletic team, and for one (1) athletic season and that any objection or protest will be handled through the procedures stated in the CYO By-laws.
- The merger can be between no more than seven (7) Parishes/Schools plus one (1) sponsoring Parish/School.
- This form must be signed by the Sponsoring Parish/School's Pastoral Designee and Member Administrator and returned to the CYO Office prior to the deadline date in By-law 5.
- The following must be included in this proposal for merger;
  - A) For Parishes/Schools that offered the program wishing to be merged in the prior year; the following steps must be taken:
    1. Documentation that the athletes of the **Parishes/Schools** reported to their home Parish/School first to see if there is enough interest to field the team.
    2. Documentation that a measurable effort by the **each Parish/School** to field a team has been made. 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 written explanation as to why the requested merger should be approved.
  - B) For Parishes/School that did not offer the program to be merged in the prior year; A letter signed by the Member Administrator and Pastoral Designee (if applicable) stating their desire to merge a team must be submitted along with the completed merger proposal.
- The sponsoring Parish/School shall be responsible for the submission of all paperwork to CYO as well as all fees associated with the team.
- The sponsoring Parish/School will also be the Parish/School contacted through correspondences and used as the name for the team.
- Penalties for violations of the Charter & By-laws or other rules may apply to all Parishes/Schools

We have read the above and submit these items to be considered for approval by the CYO Office and understand that if this proposal is approved the final merger agreement is due ten (10) business days before the published entry deadline date.

\_\_\_\_\_  
Signature of Sponsoring Parish/School Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsoring Parish/School Pastoral Designee

\_\_\_\_\_  
Date

This proposal is APPROVED REJECTED by the CYO Athletic Office effective this date:

\_\_\_\_\_  
CYO Athletic Director

\_\_\_\_\_  
Date