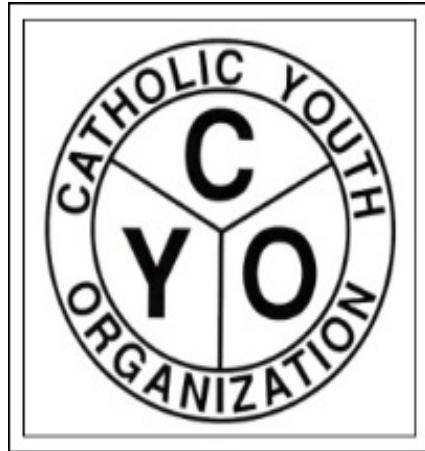


CATHOLIC YOUTH ORGANIZATION DIOCESE OF BROOKLYN/QUEENS



DIRECTORY OF RULES AND REGULATIONS

The Catholic Youth Organization (CYO) serves the families of the Diocese of Brooklyn/Queens by promoting active participation in parish life. Through various athletic programs and other evangelization opportunities, young people learn to be active members of the parish who bring Gospel values to all.

-REVISED AUGUST 2019-



DIOCESE OF BROOKLYN/QUEENS

RULES & REGULATIONS

“Sport is not only a form of entertainment, but also — and above all I would say — a tool to communicate values that promote the good that is in humans and help build a more peaceful and fraternal society”
~Pope Francis

PART 1: DEFINITION, PHILOSOPHY, MISSION, VALUES & STRUCTURE

I. DEFINITION

The Catholic Youth Organization (CYO) is a Parish, Church and Community based organization in the Diocese of Brooklyn/Queens. It consists of a cooperative union of administrative staff, operational volunteers, pastors, Parish Athletic Representatives, Athletic Directors, coaches, and parents with the common purpose of promoting and maintaining the mission and philosophical goals of the CYO, while affording opportunities for continued collaboration with the various departments of the Secretariat for Evangelization and Catechesis.

II. PHILOSOPHY

May God grant me to speak as He would wish and express thoughts worthy of His gifts...Wisdom of Solomon, 7:15

Inspired by the Good News, the Diocese of Brooklyn’s School of Evangelization and its Catholic Youth Organization emphasize the following values:

- 1) To encourage our young men and women toward Christian leadership, growth in social awareness, and development of sound Christian values
- 2) To encourage fairness, compassion, truth and cooperation through recreational activities
- 3) To encourage and challenge our youth to participate and serve those more needy in their parish and community
- 4) To encourage dignity of person, accepting one another with respect, patience, kindness and understanding
- 5) To encourage sportsmanship and self-control in the face of adversity
- 6) To encourage the growth of each participant , to nurture a positive spirit, and avoid a ‘win at all costs’ attitude
- 7) To encourage cooperation and community; each participant, coach, official, and volunteer will work together to bring our Gospel’s vision and values to life
- 8) To encourage spiritual growth in order to foster the total development of participants and influence the formation of Christian values

III. MISSION

The Catholic Youth Organization (CYO) serves the families of the Diocese of Brooklyn/Queens by promoting active participation in parish life. Through various athletic programs and other evangelization opportunities, young people learn to be active members of the parish who bring Gospel values to all.

IV. VALUES

“sport, practiced with passion and ethical sense, in addition to exercising a healthy competitive spirit, becomes a school to learn and deepen human and Christian values”

~ Pope Benedict XVI

The Catholic Youth Organization serves the youth of the Diocese of Brooklyn/Queens with its core mission to help the young people to be more Christ-like in the way they live and what they value. The young person is the main focus, not the athletic activity. The CYO emphasizes the following values:

COMMUNITY: Each participant, parent, coach, official and volunteer, working together to bring our Gospel vision and values to life.

HOPE: To nurture a positive spirit in each participant as they learn about themselves.

SERVICE: Providing opportunities and programs to young people as they grow in service in their parish community.

DIGNITY OF PERSON: Accepting one and other with respect, patience, kindness and understanding.

SPIRITUAL GROWTH: Promoting participation and sportsmanship to foster the total development of participants and influence the formation of Christian values.

V. GOALS

“In it, [Pope] Francis said [sports] teach three lessons that can promote peace and solidarity around the world: the need to train and work hard to reach goals, the importance of fair play and teamwork, and the need to respect and honor opponents”

The goal of the CYO is to assist parishes in creating an opportunity for youth to participate in programs and activities which will enable them to grow, assume leadership roles and establish a sense of Catholic community within our parish programs. CYO establishes leagues and programs for the sports and recreational programs of parishes of the Diocese of Brooklyn/Queens.

VI. ORGANIZATIONAL STRUCTURE

CYO DIRECTOR

The CYO Director, together with his Board of Directors, implements the Philosophy, Goals and Mission of the Catholic Youth Organization. It is his role to ensure continued vitality of the parish programs and nurture the youth in their Catholic faith and values through spiritually based athletic, cultural and volunteer activities. The Director implements and enforces the rules and regulations, supervises the daily operation of CYO, determines operating procedures and serves as the final arbiter in all disputes.

CYO STAFF

The CYO Staff includes supervisors, sport coordinators, and administrative staff. Under the CYO Director, the staff responds to the daily needs of participating parishes and provides the services necessary to maintain CYO activities. The responsibilities of the CYO staff include, but are not limited to: produce and distribute Fact Sheets for each sport, collect Entry Forms and Fees, produce and distribute Schedules, conduct Playoffs and Championships in each sport, rule on Eligibility and Disciplinary issues, and assist the Director to implement the Philosophy, Goals and Mission of CYO.

CYO COMMITTEES

The CYO Director shall appoint an **Athletic Committee** to advise on the conduct of CYO sports and programs. The committee may comprise of Pastors, Moderators, Parish Athletic Representatives, Athletic Directors, and Coaches, in addition to and together with the CYO Sport Coordinator. The committee will assist in reviewing rules, recommending changes, and updating rules for specific sports. In addition to the Athletic Committee, the Director will appoint members to the following of CYO's committees: **Spiritual, Fundraising and Hall of Fame.**

A. PARISH

The CYO, in conjunction with the parish, strives to bring young men and women to the forefront of Christian witness in the church and community. Roman Catholic Parishes of the Diocese of Brooklyn/Queens are the sponsors for teams and individuals for CYO programs and competition.

1. A sponsoring Parish must establish a structure for the proper operation and supervision of its program.
2. CYO recognizes that circumstances may make it difficult for some parishes to field and support teams based solely within the parish. In order to better serve the youth of the Diocese of Brooklyn/Queens, adjoining parishes may combine for the purpose of forming teams. Combined Parish Teams are determined by the Sport Coordinator and require approval from CYO Director.

B. KEY ROLES WITHIN THE PARISH STRUCTURE

1. Moderator The CYO Moderator is the Parish Pastor/Administrator, or an Associate selected by the Pastor, to bring a Catholic presence to parish athletic programs, and to develop an awareness of fairness and sportsmanship. The Moderator appoints the Parish Athletic Representative (PAR), and oversees the fulfillment of philosophy, goals, and mission of CYO. The Moderator maintains an active presence and communication regarding the operation of the program. **THE PASTOR APPROVAL FORM MUST BE SIGNED BY THE PASTOR EACH SEASON FOR TEAMS TO BE ENTERED INTO CYO COMPETITION/PROGRAMS.**

2. Parish Athletic Representative The PAR oversees and supervises all sports programs and teams sponsored by the parish. The PAR imparts the goals, philosophy, and mission of CYO and insures compliance with its rules and regulations. Furthermore, the PAR should be flexible, assist people to grow spiritually, respect the rights of others and encourage the development of Christian values among his/her CYO community. **THE MOST CRITICAL DECISIONS FOR A PAR OR MODERATOR ARE THE SELECTIONS OF COACHES AND ATHLETIC DIRECTORS.** The PAR supervises the Athletic Directors and Coaches, and is accountable to the Moderator. The PAR is responsible for all administrative matters and compliance with CYO rules. His/her functions include:

- a. Coordination of the athletic programs registered with CYO, particularly with other parish activities and organizations;
- b. Selecting Athletic Directors and Coaches with the approval of the Moderator;
- c. Knowledge and understanding of all CYO Rules and Regulations;
- d. Receiving and responding to all communication from the CYO Director and Staff;
- e. Timely and accurate submission of all Entry Forms. Fees, Rosters, Waivers and other forms to CYO Staff by required dates;
- f. Distribution to Athletic Directors of schedules and other important communication received from CYO Staff;
- g. Participation in CYO meetings and on CYO committees;
- h. Ensuring that all coaches and volunteers associated with the program have completed **VIRTUS** training before participating.
- i. Actively participate in all CYO training sessions and workshops such as Play Like a Champion.

3. Athletic Director An Athletic Director should be a person of good character who exemplifies Christian values, supports CYO's goals and philosophies and who will be sensitive to the needs of others. The Athletic Director (AD) is a specialist in a particular sport at the parish level. A parish may have an AD for each sport in which it has a participating team(s). The AD will oversee administrative details which insure a consistent and fair interpretation of CYO rules. His/her functions include:

- a. Participation in CYO committee meetings as requested by the PAR;
- b. Knowledge and understanding of all CYO Rules and Regulations;
- c. Knowledge of the rules of his/her particular sport;
- d. Assisting the moderator and PAR in the selection of coaches;
- e. Distribution to Coaches of schedules and other important communication received from CYO Staff;
- f. Assuming the administrative duties of the PAR upon request.
- i. Actively participate in all CYO training sessions and workshops such as Play Like a Champion.

4. Coach, Youth Minister through Athletics: The coach should personify Catholic values that young people can relate to and use as a model. He/she should possess the maturity to handle stressful situations sensitively, understand the needs of the individual without losing the team concept and encourage the growth of each participant, both as a player and a Christian. Furthermore,

he/she must exercise self-control, a respect for authority, teach the youth to respect others and support the Goals and Philosophy of CYO. ***Winning should not be the ultimate goal of each game. The goal should be the development of the competitor with the hope that the youth can gain such a positive experience from participating in CYO.*** All head coaches must be 18 years of age. He/she must adhere to the rules of conduct described below. The coach must oversee administrative details which insure a consistent and fair interpretation of CYO rules. His/her other functions include:

- a. Knowledge and understanding of all CYO Rules and Regulations;
- b. Knowledge of the rules of his/her particular sport;
- c. Attending meetings as necessary;
- d. Attending coaches training programs and workshops such as “Play Like a Champion Today” conducted by the CYO. **Coaches must wear their CYO Certification Identification Card during CYO contests.**

All PAR’s, AD’s, COACHES AND VOLUNTEERS MUST SUCCESSFULLY COMPLETE VIRTUS TRAINING BEFORE BEGINNING INTERACTION WITH YOUTH IN THIS CAPACITY. Information regarding virtue training may be found on our website, www.cyodob.org, as well as on the Virtus site, www.virtus.org.

CYO does not permit closed practices. Parents, CYO leaders and Parish leadership may attend practices and contests and are expected to demonstrate behaviors that uphold the mission, values, and best practices of CYO.

PART II: RULES & REGULATIONS GOVERNING CYO ATHLETICS

I. ELIGIBILITY

Competition is between parish sponsored teams, and is regulated by established age divisions. Eligibility is based on active participation in the life of a Catholic Parish or a Faith Community. In order to be eligible, the participant must be enrolled in a Catholic Academy/Parish School or a program of Religious Education at a Faith Community. **All athletes must also complete the “CYO Athlete Registration” process to receive their CYO membership number.** It is the responsibility of the PAR and AD to review the eligibility of all players on official CYO rosters. Where there is a question at all, please call the CYO staff with help resolving the eligibility question.

A. PARISH ELIGIBLE ATHLETES

A Parish Eligible Athlete is:

1. **Parish Resident (PR):** *A person who has his/her primary residence within the parish boundaries.* Primary residence is the address of the person according to the records of the school he/she attends at the time of registration with the parish CYO for a particular activity. If the residence is not the same as the address shown in school records, the parish must demonstrate the validity of the address presented to CYO.
2. **Academy Player (AP):** *An AP status player is eligible for the Parish where the Academy is physically located, if that is not the player’s Parish of Residence.* If the player seeks to play for another Parish that is aligned with the Academy, but is neither the player’s Parish of Residence nor the Parish where the Academy is physically located, the player must pursue that opportunity through either Deanery Player status or through Wavier Request procedures.
3. **Non-Resident Parish Member (PM):** *A person who neither has primary residence within the parish boundaries, nor attends the parish school, but whose family is registered parishioners AND who actively worships AND attends the Parish Religious Education/Faith Formation Program.*

A player status of PARISH MEMBER (PM) must meet the following criteria:

- A. DOES NOT reside within the parish boundaries
- B. DOES NOT attend the Parish School/Diocesan Academy

BUT

- C. Whose family, including the player are registered parishioners

- D. Actively worships in the parish
- E. Attends the parish Religious Education/Faith Formation Program

NOTE: By definition, a Parish Member (PM) MUST BE an actively practicing Catholic meeting ALL the criteria listed above. (A, B, C, D and E) If a player attends a parish grammar school/diocesan academy in a parish, the player is not eligible for PM status with another parish.

For the players with an approved PM status, documentation will be required during the season to confirm the player's ongoing active attendance in the Parish Religious Education/Faith Formation Program.

4. Continuity (C): *A person who is a non-resident of a parish but has previously competed for that parish as a Parish Eligible Athlete in any CYO sport for the immediately previous two years, may continue to compete for that parish as a parish eligible athlete in that sport, as long as he/she has not broken continuity by:*

- a. Failure to compete in that sport for the previous two consecutive years;
- b. Competing for another parish in that sport since last participating as a parish eligible athlete.

5. Combined Parish Eligible Athlete (CP): *In some sports the CYO office may determine that it is necessary to combine parishes for the purpose of forming teams for league competition. A person who is parish eligible for a parish that is of a combined parish team in a particular sport, but not the sponsoring parish, will be designated on the roster form as CP followed by the name of the parish. This person must meet the eligibility requirements of the named parish and will only be parish eligible for the sponsoring parish in that particular sport.*

6. Deanery Player (DP): *CYO will now use the Deanery structure to guide where a player may participate, when the player's Parish of Eligibility does not offer an opportunity in a particular sport at the player's age level. The player must first express a desire to participate to the player's Parish of Eligibility. If it is then determined that the parish will not be able to offer an opportunity, the player may then seek an opportunity in Any Immediately Adjacent Parish within the Deanery that can offer an opportunity at the player's age level. If an opportunity does not exist in an Immediately Adjacent Parish within the Deanery, an opportunity can then be sought at Any Parish within the Deanery. **There will be no waiver required, and in both cases Player Status is DP-Deanery Player.***

7. Office Placement (OP): *CYO also recognizes that there may not be any opportunities within the Deanery in a particular sport at the player's age level. Players without an opportunity within their own Deanery are to be referred to CYO Staff for placement. CYO Staff will then work with the player's family to achieve an appropriate placement for the player. There is no guarantee that the opportunity offered will be accepted by the player and family. Player status in this case will be OP-Office Placement.*

Change in Parish of Eligibility: A player establishes his/her Parish of Eligibility the first time a roster for competition with his/her name on it is submitted to CYO for any sport, and the person's parish eligibility is accepted. The person will be considered a Parish Eligible Athlete for that parish until or unless the player moves to an address in a different parish and/or changes enrollment to a different school. A player who has established their parish of eligibility and seeks to compete as a non-resident parish member (PM) for another parish must notify the PAR of both parishes and the CYO Sport Coordinator or CYO Director. If the eligibility request is accepted, the player may compete as a parish eligible athlete during the year following the current season unless the releasing PAR allows change of eligibility for the current year.

B. WAIVER ELIGIBLE ATHLETES

The CYO may grant exceptions to the parish eligibility requirement. Players who are not Parish Eligible Athletes may qualify for competition through the use of Waivers. Waivers are intended to augment rosters where an inadequate number of parish eligible athletes have registered for a team. Waiver eligible athletes, therefore, cannot take the place of parish eligible athletes. The procedure to be followed is an exception waiver application. A waiver is a written authorization by CYO allowing a person to compete outside the parish of eligibility. Waiver players must be noted on the team roster form under Player Status by the type of waiver. An Exception Waiver Request Form must be submitted for all waiver players, except Grandfather Waivers, at the time that rosters are submitted to CYO. Waiver players are not eligible for competition until approved.

1. Exception Waivers (EW): Any player seeking an opportunity to play a sport for another Parish within the Deanery when the opportunity exists within the player's Parish of Eligibility, or for a Parish outside the Deanery, when the opportunity exists within the Deanery will require a Waiver. **No Waiver Requests will be considered without an attached explanation letter detailing the reason for the request. No waiver Requests will be considered after the Waiver Deadline Date. Exception Waivers must be approved by the CYO Sport Coordinator and by the CYO Director.**

2. Grandfather Waivers (GW): Players, who compete as an approved Waiver Athlete for two consecutive seasons for the same parish, may continue to compete for that parish as a Grandfather Waiver provided continuity is not broken. A Grandfather Waiver does not require a Waiver Request Form and is automatically approved for competition upon confirmation of Grandfather Status by CYO Staff. Grandfather Waivers do count toward allowable waiver limits except when noted otherwise on the sport fact sheet. Once a player becomes a Grandfather Waiver, he/she needs a release from the Grandfathered parish and approval of the CYO Sports Coordinator to compete for another parish in that sport.

NOTE: Waiver procedures, filing deadlines, and numerical limits will be delineated on the fact sheet for each sport. The CYO Director and staff, at their discretion, may approve waivers that exceed waiver limits for that particular sport. Waiver forms for each sport may be found on our website, www.cyodob.org.

Exception Waiver Request Procedure:

- Waiver requests must be sent via email by the requesting parish PAR to the CYO sport coordinator for review.
- The coordinator will review, and may consult with the player's Parish of Eligibility before making determination of approval of the waiver request.
- The player cannot participate for the requesting parish until notification of approval from the CYO.
- Any waiver request that exceeds waiver limits in a specific sport must also be approved by the CYO director.
- No waiver request will be considered without an attached explanation letter detailing the reason for the request.

C. AGE REQUIREMENTS

- CYO competition is age based with eligibility cutoff dates for each age division clearly stated on all fact sheets.

In **SPECIAL CASES**, it may be deemed appropriate for a player to compete in an age division for which the player does not meet the fact sheet delineated eligibility cutoff dates. Reason for this **may** include that the player is enrolled in the standard grade for the division AND is physically or emotionally disadvantaged; or a significant hardship would exist for the player to compete in the correct age division for another parish if that opportunity does not exist in the parish.

In all such cases, the PAR or AD must make a written request to the CYO director, prior to the season, for an exception to the age requirement to be made for the player. The determination can **only** be made by the CYO director and can never be assumed. Additionally, as circumstances may change in the player's development or opportunities, this request must be made **prior to each season that is sought**.

The PAR/AD will be notified of any overage players in the roster review. At that point, the PAR **must** make a written request to the CYO director to resolve the player's eligibility issue. Unless approved by the CYO director, an overage player **may** be declared ineligible and the team **may** be disqualified from the playoffs.

D. USE OF INELIGIBLES

Any team using an ineligible competitor shall forfeit all contests in which that competitor has participated when the ineligibility is recognized by the CYO. The player will be ineligible for the remainder of the season and all diocesan playoff contests. In addition, this team is subject to disqualification from playoff competition. An ineligible player is classified as but not limited to the following:

- Does not meet the age requirement for that division
- Not an official roster player
- Not added to the roster by the Addition and Replacement deadline with the approval from the CYO as an eligible competitor
- Does not meet the eligibility requirements in regards to residence

NOTE: Players are not allowed to play on two different teams, at the same time, in the same season.

ANYONE INVOLVED WITH THE DELIBERATE USE OF INELIGIBLES WILL AUTOMATICALLY BE SUSPENDED FROM CYO COMPETITION FOR A MINIMUM PERIOD OF ONE CALENDAR YEAR WITH THE POTENTIAL OF PERMANENT SUSPENSION FROM ALL CYO ACTIVITIES.

Please note that CYO is a parish based organization. Although there may be mitigating circumstances that are of a specific or unique nature which may require special consideration, the predominant situation is that team participants should be associated as parishioners of the parish CYO program they play for. In light of ongoing diocesan reconfiguration and subsequent boundary changes, CYO will remain with its definition as parish based. The CYO staff along with the CYO Director will make the final decision in reference to eligibility.

E. RECOMMENDED PLAYING TIME

- Children want to play!
- Without the opportunity to play, a child is stifled
- No child's growth should be sacrificed for victory.
- Recommendations:
 - 6th grade & below: As close to equal playing time as possible
 - 7th & 8th grades: At least 25% playing time for all participants.

II. REGISTRATION & SCHEDULING

A. **PASTOR APPROVAL FORM:** The Pastor Approval form MUST be reviewed and signed by the Pastor each season for teams to be accepted and entered into CYO competition or programs.

B. **ENTRY FORM/FEES:** An application for entry of teams into CYO competition must be made by filing an official CYO entry form, all entry forms must be submitted by the deadline stated in the Athletic Manual. Entry fees must be paid from a parish bank account payable to CYO. Payment for CYO Entry Fees is due 15 days after the invoice is sent. Any invoice that is paid 30 days late will incur a 5% late fee surcharge. There will be an additional surcharge of 5% for every additional 30 days late. Teams that are beyond 60 days late are subject to removal from competition. *Entry fees are not refundable.* **Entry forms for each sport may be found on our website, www.cyodob.org.**

C. **ROSTERS** Each activity shall have a roster form. **Each athlete's name, address, date of birth, CYO membership number, and school/academy must appear on the roster sheet.** The roster sheet must be filled in completely. The roster sheet must be signed by the Pastor/Moderator, PAR, AD and coach of the team, and must be accompanied by all waiver requests. All rosters must be submitted by the deadline delineated in the Athletic Manual. There will be a **\$50.00** fee charged to a parish for late rosters. If the fee is not paid nor the roster(s) received within five (5) working days of the initial notification from CYO staff that team or teams may be disqualified. If the team or teams are disqualified for this reason, there is no appeal to this decision. **Roster forms may be found on our website, www.cyodob.org.**

D. **ADDITIONS AND REPLACEMENTS (A & R)** Procedures and deadlines to add or replace an athlete will be delineated in the Athletic Manual. The official A & R form must be used for this purpose. An athlete may not compete until the A & R form is received and approved by the CYO Sport Coordinator. Once replaced, an athlete may not be reinstated on the roster during the same season. **A&R forms may be found on our website, www.cyodob.org.**

E. **SCHEDULES** League schedules will be prepared and distributed to PAR's and AD's following procedures delineated on the sport fact sheet. **All conflicts must be presented to the CYO sport coordinator when entry forms are due. Conflicts must be due to Parish function that is Religious and/or Educational.** All contests must be played according to the CYO schedule.

NOTE: A scheduled contest can be postponed only if the Facility (field/court) is not available or playable

IMPORTANT NOTE: CONFLICTS WITH OTHER LEAGUES/TOURNAMENTS OR COACH'S SCHEDULE ARE NOT VALID REASONS FOR POSTPONEMENTS.

The PAR or AD of the parish seeking the postponement must contact the CYO office five (5) working days prior to the contest.

1. **Rescheduling:** If a postponement has been granted by the CYO sport coordinator, the contest will be rescheduled by the CYO Sport Coordinator. The PAR and AD will be notified of the re-scheduled date, time, and location.
2. **Unauthorized Postponements:** A team postponing a contest without following these procedures will be charged with a forfeit and will be responsible for the official's fee plus a \$50.00 penalty fee.
3. **Disqualification:** A team failing to appear for a scheduled contest will be subject to disqualification. A team not willing to compete shall be considered as failing to appear, even when competitors are present. Teams are encouraged to play a scheduled contest when there has been an honest effort to be on time.

E. **FORFEITS:**

1. A forfeit will be declared when a team fails to appear **within 15 minutes** of the scheduled game time. This forfeit is made by the official(s) assigned to the game or the CYO administration.
2. A team with two forfeits may be declared ineligible for the Diocesan playoffs.
3. **FORFEIT FEES:** The forfeit fee invoice will be sent to the PAR/AD. Payment must be made within 15 days. The forfeiting parish will be responsible for the official game fee(s), and a \$50 penalty administrative fee. If the invoice is not paid by the due date, teams are subject to immediate suspension.

III. **PROTESTS**

- A. **PROCEDURE:** All protests must be filed with the CYO office within 3 business days of the occurrence. It must be signed by the PAR or AD and the coach. A \$50 fee payable to CYO, must accompany each field protest and each ineligibility protest. If the protest is sustained, the fee will be returned. A CYO ruling on a protest is final.

B. **TYPES OF PROTESTS**

1. **Field Protest:** The failure of an official to interpret playing rules correctly is the only grounds for a field protest. Judgment calls may not be protested. In order to file a field protest, the following must be observed:
 - a. The game official must be informed of a team's intent to protest at the time of the official's decision and no later than by the next whistle or stoppage of play. The scorebook must be signed by the official;
 - b. The contest must be completed. Failure to complete a contest will result in a default;
 - c. The protest must state how the rules were misinterpreted by the official;
 - d. The protest must be filed and emailed or postmarked not more than 3 working days after the contest;
 - e. The CYO will notify both parties of its decision.
 - f. A field protest placed at a CYO Diocesan Championship contest will immediately be ruled on by onsite CYO staff.
2. **Ineligibility Protest:** This protest challenges a person's age, residence or other eligibility criteria. The protest may be filed at any time. In order to file an ineligibility protest, the following must be observed:
 - a. Each person who is challenged shall be considered a separate protest with the \$50 fee submitted for each;
 - b. The person challenged shall produce proof of age and eligibility within 3 working days of being notified by the CYO; any player questioned concerning residence in an official protest must supply an official copy of school records as proof of residence.
 - c. A person whose identity or eligibility is challenged during a contest must sign his/her name, address, date of birth, parish and school in the presence of the official. If he/she refuses, the team forfeits the

contest. If the athlete is found ineligible, the offending team will forfeit that contest and all contests the athlete has participated in.

IV. OFFICIALS

Officials (referees & umpires) shall be in complete charge of all contests. They shall make all decisions regarding rule infractions in the playing area *and* in the spectator areas. They shall make all decisions on matters not specifically covered by the rules. They may call any contest in which a team refuses to continue after being instructed to do so or in which an ejected competitor, coach or team follower refuses to leave the area within 1 minute of being so directed. In such cases, the team of the offender shall forfeit the contest. The officials will hold teams responsible for the behavior and conduct of any individual sitting on the bench of that team or any spectators coming from the parish of that team under penalty of forfeit and potential exclusion from the Diocesan playoffs.

V. BEHAVIOR/FAN CONTROL

One of the values of CYO is sportsmanship. Behavior that exemplifies sportsmanship is essential to our programs. Any participant engaged in conduct that contradicts the Goals and Philosophy of CYO before, during and after a contest, may, in addition to disqualification for two contests, be subject to further suspension and/or probation upon receipt of a formal complaint to a CYO Coordinator. Suspension and/or probation may extend for a period of up to one year from all CYO activities

POLICY

The visiting team has direct responsibility for the behavior of their own fans, but all spectators, including visitors, are the primary responsibility of the home team. CYO has a **ZERO** tolerance policy in regards to unsportsmanlike behavior.

PROCESS

In the normal course of the game, the officials will deal with any problem behavior that directly affects the contest. They will follow the rules governing such behavior as depicted in the CYO Fact Sheet.

Any other problem behavior will be handled by the parish supervisor in charge of the gym as appropriate, including clearing the gym in extreme cases if the behavior of the fans is such that they refuse to adhere to the parish and CYO rules and regulations.

Any such behavior is to be reported to CYO staff as soon as possible. Once CYO staff is notified, the PAR/AD or the parish(es) in question will be contacted and the problem and solution discussed. Where appropriate, penalties will be assessed by CYO. The report of such behavior (verbal or written) can be initiated by either the game official or the parish supervisor at the gym. An incident report should be completed and submitted to the CYO on the first business day following the incident. An incident report form may be found on our website, www.cyodob.org.

When CYO is aware of a potentially serious situation which may arise at a particular game, a staff representative will be assigned to be present. Should any problem occur, the CYO representative after consultation with the game officials will decide on the most appropriate course of action to alleviate any issues. Any decisions made at the playing site by staff and/or the official will be final. There is no appeal.

VI. DISCIPLINE

A. Suspension and Expulsion

- i. Any athlete who is ejected from a CYO contest for unsportsmanlike conduct will be automatically suspended for additional contests as stated in the sports fact sheet/athletic manual no matter when they are played with additional suspension time depending on the reports of the officials and the site supervisor and the severity of the incident.

- ii. A coach who is ejected from a CYO contest for unsportsmanlike conduct will be suspended for a minimum of 2 games, with additional suspension time depending on the reports of the officials and the site supervisor and the severity of the incident.
- iii. In the case of a PAR or AD being suspended for unsportsmanlike conduct, their suspension will cover a minimum of a two week period and may cover up to and including one calendar year, starting with the date of occurrence depending on the reports of the officials and the site supervisor and the severity of the incident.
- iv. Any spectator who is ejected from a CYO contest for unsportsmanlike conduct will be prohibited from CYO events for a minimum of 30 days up to a calendar year based on the severity of the incident, the officials' reports, the reports of the site supervisors and the CYO Director's final determination.
- v. **A team that accumulates a total of 3 ejections by a coach, player or spectator during the same season will be immediately suspended for the remainder of the season and may be subject to further penalties.**

NOTE: ALL SUSPENSIONS INCLUDES THE OFFENDING PARTY BEING PROHIBITED FROM ALL CYO EVENTS DURING THE PERIOD OF SUSPENSION.

PLEASE NOTE: Repeated incidents of unsportsmanlike behavior may result in longer suspensions or expulsion. Any use of profanity will increase or add to the length of the suspension. All "automatic" suspensions are NOT subject to appeal. As in any and all decisions pertaining to CYO, the CYO Director makes the final determination.

- B. **Physical Violence** Any physical violence or altercation committed at a CYO sponsored contest, with or without provocation, is prohibited. The CYO will suspend the person for a period of up to 1 year. Situations considered more serious will result in further penalties. Anyone connected with a team harassing an official before, during or after a game, shall be subject to suspension on the basis of the official's report.
- C. **Communication and Notification** Please note that in keeping with the policy of encouraging and fostering a rapport and active communication between the Pastor/Moderator and the PAR, the PAR should inform the Pastor/Administrator of any incidents that occur within the parish CYO program. The administrative office of CYO will inform the Pastor/Moderator by letter of any incidents or infractions that result in disciplinary action taken against any team or person associated with the parish CYO program. The PAR will be cc'd so that a discussion should ensue between the Pastor/Moderator and the PAR.
- D. **Appeals** must be made to the CYO Director in writing with a complete explanation of why any suspension beyond the automatic time period should be removed or reduced. This appeal must be made within 3 business days of the suspension ruling. All appeals must be signed by the Pastor/Moderator and the PAR.

VII. RULES GOVERNING COMPETITION

The official rules of competition will be indicated in the CYO Athletic Manual for each sport. This booklet serves as a guide to all participants in the CYO. If the Athletic Manual is in conflict with these CYO rules and regulations, these rules supersede.

VIII. CONFLICT OF INTEREST

No full-time CYO staff member may simultaneously function as a PAR, AD, or Coach of a CYO program in order to prevent the appearance of impropriety or bias.

IX. INSURANCE

All parishes must provide liability insurance for their CYO athletic and recreational programs. Medical insurance is an individual's responsibility. The CYO is not responsible for insurance coverage.

X. SUNDAY LITURGY

No CYO contests may be scheduled prior to 1:00 PM on Sunday. CYO teams are not permitted to practice before 1:00PM on Sunday's

XI. PRE-GAME PROCEDURE – CYO CODE OF CONDUCT & CYO PRAYER

- Prior to the beginning of the CYO game; all game participants (players, coaches, and officials) will gather at Mid-Court, Home Plate etc. (Whatever applies to the sport being played)
- Both teams line up facing each other or gather together.
- The home site supervisor must read the CYO Code of Conduct.
- The home team will lead by reading the CYO PRAYER. This may be done by one of the Players, Coaches, Parents, or Representatives from their Parish.
- If a Priest is present he will lead with a prayer of his choosing.
- Players and coaches shake hands.
- Each coach must have a copy of the prayer at all CYO contests.

CODE OF CONDUCT

All persons in attendance at CYO contests are expected to conduct themselves in a sportsmanlike manner consistent with the philosophy and goals of the Catholic Youth Organization. Failure to adhere to this code of conduct will result in removal from the site and further disciplinary action.

PRAYER

Almighty God and Father, we ask your blessing on all who participate in today's activities. Thank you for bringing us together in Your name. Watch over all who play today and all who made these games fun and enjoyable. Thank you for giving us the chance to teach our faith to others by our actions. In Jesus' name, AMEN.

XII. UNIFORM POLICY

CYO is a parish based organization, as such, all uniforms worn in competition must **prominently** display the parish name, or in the case of combined parish teams, the CYO approved team name on the front of the uniform. Team nicknames may be included but not larger than the parish name. Any sponsor names and logos may only appear on one of these locations on the uniform: sleeve, or above the uniform number on the back of the jersey.

XIII. RESPONSIBLE USE OF SOCIAL MEDIA

The Diocese of Brooklyn/Queens CYO discourages players, coaches, spectators and family members from using technology/social media in irresponsible ways relative to their CYO participation. CYO will hold all users responsible for their published words if they adversely affect individual teams, parishes and schools, sports officials, team members and families. Those affiliated with CYO who uses technology in ways that are contrary to our mission will face disciplinary action, up to and including suspension/dismissal. Refer to the VIRTUS – Code of Pastoral Conduct for Volunteers which states: *I WILL NOT interact with children or young people through E-mail, social network sites or other forms of electronic communications except for delivering information for the program I am providing.*

XIV. PARENTAL PERMISSION FORMS

Each CYO participant must have completed and returned a Parental Permission, Health Authorization, and Electronic photograph/Video consent Form prior to joining a parish CYO program. This form must be created and distributed by each individual parish as part of their individual registration process. This form must be signed by parents or a legal guardian before a player is allowed to participate in either a practice session or a game. These forms are to be kept on file by each parish athletic representative and copies provided to the coach to be carried to all CYO contests, (games, practices, tournaments, etc.)

XV. INDIVIDUAL AND PROGRAM FEES

Each CYO athlete is required to complete the CYO Athlete registration process including payment of the registration fee to obtain their official CYO Membership Number. Each parish determines fees that individual players are charged for participation based on league and diocesan fees as well as costs for practice facilities, uniforms, equipment and awards. Team entry fees for participation in each diocesan CYO sport are listed in the Athletic Manual (Fact Sheets).

XVI. INCIDENT AND INJURY REPORTS

Parish Athletic Representatives, Athletic Directors and Coaches are responsible to provide a safe playing environment and should be prepared to give emergency care to injured players. The safety and physical well-being of all participants is the responsibility of the hosting parish. All parish sites must provide adequate site supervision and security, first aid supplies and personnel to properly apply them. This person should be a trained first responder certified in First Aid and CPR. Any injury to a coach, participant or spectator requiring medical attention must be reported to the parish athletic representative or athletic director. The PAR or AD must report the injury to their parish office/pastor as well as the CYO Diocesan Office by completing the CYO Incident Report Form available on the CYO website.

CORE VIRTUES FOR CATHOLIC ATHLETES

According to Catholic Athletes for Christ, which has a mission to serve Catholic athletes and share the Gospel of Christ in and through athletics, Catholic athletes should develop the following virtues:

CHARITY – The virtue of putting others before ourselves.

HONESTY – The virtue of being conformed and dedicated to the truth.

HUMILITY – The virtue of being aware that God is the author of all good, and the realization that we are not God.

MEEKNESS – The virtue of submitting to the will of others out of respect and deference for their dignity as a person.

MODERATION – Also known as temperance, the virtue of being in control of our passions and having self-mastery.

PURITY – Also known as charity, the virtue of being clean in mind and body, as well as modest in our dress and speech.

SPORTSMANSHIP – The virtue of treating others with dignity and respect in sporting events; winning with graciousness and losing with dignity and honor.

The responsibilities in dealing with youth are varied. Through the leadership of CYO, the spiritual guidance and support from the local parish and the dedication of volunteers will contribute to the overall development of youth in our Diocese.