



**HANDBOOK
2011-12**

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* This handbook is intended to be a guide for all schools/parishes, their directors and coaches who participate in CYO Athletics. Anything not specifically covered in this handbook will be addressed at the discretion of the CYO.

** The CYO can amend this handbook at anytime.

The Greater Cincinnati Catholic Youth Organization (CYO) was founded to provide a service to the youth of our community. Our objective is to provide opportunities for young people to be involved in competition to develop physical fitness, self-discipline, mental alertness and attitudes of sportsmanship, based on Christian principles of fair play and cooperation, under well organized and properly supervised forms of athletics. The goal of the CYO is to instill in young people the attitudes and characteristics that will make them better adjusted now and in the future. The programs the CYO supervises involve nearly 10,000 children from over 50 member organizations throughout Greater Cincinnati.

CYO Athletics is not just about the final score. It's about positive coaching, sportsmanship for children and their parents, learning to live together in a diverse community, maximizing talents, and fostering the physical, intellectual, emotional and spiritual strength in each of us.

CYO sponsors a variety of sports: boys' football, girls' and boys' basketball, girls' and boys' volleyball, boys' baseball girls' softball and helps to coordinate track, bowling and golf. All sports are offered for children in third through eighth grades.

CYO Teams are centered on parishes and/or Catholic and Christian schools: CYO teams are not "club" or city teams. Enrollment or eligibility requirements are posted on this site.

SPORTS OFFERED

BOYS

Boys' Basketball (December - March)

Boys' Volleyball (April - May)

Boys' Baseball (April - May)

GIRLS

Girls' Basketball (August - November)

Girls' Volleyball (January - March)

Girls' Softball (April - May)

FORMS

League Entrance Forms

The entry form must be completed in full. When completing the form you must designate the grade level and or grade combinations. The form must be received in the CYO office by the published deadline to be eligible to participate in a CYO league.

The entry fees must accompany the entry forms

These forms include a place to list conflicts. It is mandatory that any possible conflicts that may be associated with each team be listed on this form. These conflicts will be taken into account when schedules are made all mandatory school functions will be scheduled around. Other conflicts will be taken into consideration but there is no guarantee that they can be avoided. Games/matches will not be changed for reasons of convenience.

Any conflicts that arise after this form is submitted must be a mandatory school sponsored event and will be confirmed with the school's administration. Calamities and extra-ordinary situations will be taken into consideration.

Once a form & fee has been submitted we consider this a contract. If you should withdraw a team after this point there will be no refund. Furthermore, if you should withdraw a team after scheduling has commenced there will be penalty fee of \$200 charged. If a team is withdrawn after schedules are completed and distributed they will be required to pay a forfeit fee for each game scheduled.

Rosters

Each member of a CYO team must be listed on the official CYO team roster for his/her team

Each team roster form must be fully completed and legible

The coach and pastor or director must sign each team roster

Agreement of Release of Liability Form

Each member of a CYO team must have a completed Release of Liability form on file with the CYO Office before being able to compete in a CYO contest; it is also strongly suggested that each school/parish keep a copy.

Once a form is on file it is good for that entire school year

* Rosters of all teams must be submitted to the CYO office along with the accompanying release of liability forms before receiving schedules. Any games played prior to the receipt of the roster and release of liability forms are subject to forfeiture.

Player Eligibility

To be eligible a player must be recognized as a registered member of his/her parish or attend the parish school.

If a family belongs to more than one parish, they are eligible to play with only one parish. Their choice of parish participation becomes permanent to the extent that multiple parish membership continues and for the duration of the affected individuals involvement in CYO athletics.

If a family belongs to a parish and attends school associated with a different parish, they are eligible to play with either their parish or school. Their choice of participation becomes permanent to the extent that this situation continues for the duration of the affected individual's involvement in CYO athletics.

A player may play on only one CYO team in the same sport.

A non-Catholic youth attending a parish school may participate in that CYO athletic program.

The CYO offers both girls' and boys' programs for student athletes in grades 3 through 8. We do not offer programs for first or second grade students and they are not permitted to participate.

If a youth transfers from one parish school to another during the school year, they may finish the current athletic season with his/her current team. For all subsequent athletic seasons they must play for the parish in which they are registered or the parish school which they attend.

Age limitations be eligible to participate in the:

3rd grade you may not be 10 prior to August 1 of the current academic year

4th grade you may not be 11 prior to August 1 of the current academic year

5th grade you may not be 12 prior to August 1 of the current academic year

6th grade you may not be 13 prior to August 1 of the current academic year

7th grade you may not be 14 prior to August 1 of the current academic year

8th grade you may not be 15 prior to August 1 of the current academic year

Violations of any of the listed eligibility rules will result in dismissal of the offending player(s). Flagrant

violations will result in the forfeiture of all games that an ineligible player participated and possible further sanctions.

PLAYER CLASSIFICATION

CYO athletes will be classified in one of two categories:

1. Attached-belonging to a parish or member of school that fields a team in that sport and in the appropriate grade level
2. Unattached-belonging to a parish or member of school that does not field a team in that sport or in the appropriate grade level.

Unattached players may be assigned to play on other parish/school teams if it meets with the approval of both parishes/schools and the CYO. Their assignment must be made through the CYO office.

If a participating parish/school has interested athletes in a particular sport but is unable to accommodate them, the CYO Office should be contacted and the CYO Office will make every effort to accommodate these student athletes.

A participating parish/school team may not dismiss any student athletes for the sake of accommodating student athletes from another parish/school.

If two or more parishes find it necessary to combine or merge to form a single team in order to participate in a CYO sport, they must submit a formal request to the CYO Office prior to any combination or merger. Such requests must include the approval of the athletic commission of each parish and the approval of the pastor of each parish. The final decision to permit or deny such request will rest with the CYO Office.

All eligible students of combined/merged parishes must be afforded the opportunity to participate.

Mergers and combinations are not permanent. They are only valid during the season of which they are granted. Participating parishes/schools must re-apply each year.

Leagues

It is the intention of the CYO to form leagues that will allow all participants to play in a league that will give them the best opportunity to compete with others of similar ability levels.

Basketball, Volleyball, Softball and Baseball

The leagues are formed with ever intention of placing teams in a situation where they can be competitive based on their ability levels. We do this though the input given by coordinators on the entrance forms in additional to the result of the previous year.

Because it is still too early to determine ability and competition levels, 3rd & 4th grade leagues are based primarily on geography.

Post Season Tournaments and Playoffs

The purpose of post-season tournaments and playoffs is to determine the best teams.

Basketball (Girl's and Boy's)

All schools are eligible to play in one of the CYO post-season tournament. However, as it states in the rules, teams can chose not to participate but they must inform the CYO office by the specified date. All seeds are determined based on a team's record after 8 games.

THIRD GRADE and FOURTH GRADE ONLY.

- **City Championship Tournament** – this includes all teams that have a record of .500 or better after the eighth game of the season. All teams within the tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.
- **Tournament** – this tournament includes all teams that have a record below .500 after the eighth game of the season. All teams within the tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.

FIFTH GRADE THROUGH EIGHTH GRADE ONLY.

- **City Championship Tournament** – this includes all teams that have a record of .500 or better after the eighth game of the season and are in leagues 1 through 4, or (the top half of the number of leagues). All teams within this tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.
- **Division II City Championship Tournament** - this includes all teams that have a record of .500 or better after the eighth game of the season and are in leagues 5 through 9 or (the second half of the number of leagues). All teams within this tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.
- **Tournament** – this tournament includes all teams that have a record below .500 after the eighth game of the season. All teams within the tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.

* All teams in leagues 61, 71 & 81 must play in the City Championship Tournament regardless of record.

Girl's Volleyball

All schools are eligible to play in one of the CYO post-season tournament. However, as it states in the rules, teams can chose not to participate but they must inform the CYO office by the specified date. Seeds are determined based on a team's record after eight matches.

THIRD GRADE and FOURTH GRADE ONLY.

- **City Championship Tournament** – this includes all teams that have a record of .500 or better after the eighth match of the season. All teams within the tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.
- **Tournament** – this tournament includes all teams that have a record below .500 after the eighth match of the season. All teams within the tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.

FIFTH GRADE THROUGH EIGHTH GRADE ONLY.

- **City Championship Tournament** – this includes all teams that have a record of .500 or better after the eighth match of the season and are in leagues 1 through 4 or (the top half of the number of leagues), they will be placed in this tournament. All teams within this tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.
- **Division II City Championship Tournament** - this includes all teams that have a record of .500 or better after the eighth match of the season and are in leagues 5 through 9 or (the second half of the number of leagues). All teams within this tournament are seeded based on their level of competition and their record. These seeds determine placement in the brackets.
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* All teams in leagues 61, 71 & 81 must play in the City Championship Tournament regardless of record.

Boy's Volleyball

All schools are eligible to play in the season end tournament. However, as it states in the rules teams can chose not to participate but they must inform the CYO office by the specified date. The seeding for the tournament will be based on the team's record after the eighth match.

Boy's Baseball

The top four teams per division (grade), based on number of wins, will be invited to participate in the season end tournament. In case of ties or special circumstances the CYO reserves the right to expand the number of teams that will qualify.

Softball

The top four teams per division (grade), based on number of wins, will be invited to participate in the season end tournament. In case of ties or special circumstances the CYO reserves the right to expand the number of teams that will qualify.

GAMES/MATCHES

- All games and matches must be played as scheduled by the CYO office.
- The CYO Office alone has the authority to reschedule games; any violations of this will result in a double forfeit.
- The CYO will reschedule a game/match if a school sponsored mandatory event that is scheduled after the conflict sheets have been submitted and said event is confirmed by the school administration and the CYO office is given a minimum of 7 days notice. Any catastrophic situations that arise will be taken into consideration. Games/matches will not be rescheduled for purposes of convenience.

POSTPONEMENTS AND CANCELLATIONS

Only extremely inclement weather is recognized as legitimate reason for postponing games. Any team postponing a game except for this reason defaults the game. The site supervisor in conjunction with the home team is responsible for making decisions concerning inclement weather. If weather conditions are bad before game time, the site supervisor must notify the CYO Office at least one and one-half hours before the first game is scheduled to be played and the home team coaches should contact there opposing teams coach. Teams must show up ready to play unless otherwise notified by the CYO Office, designated representative or the home team. When a game is canceled, the CYO will attempt to reschedule the contest and assigns officials to the contest but rescheduling of the games/match is not guaranteed.

GAME FORFEITURE

- Each team scheduled for a contest shall be dressed and ready to play at the appointed hour.
- Should any team not be ready with the required number of players at the appointed hour (game time) the game shall be forfeited to the offended team. The offending team will be expected to pay the game officials at the site on that day or they will be accessed a \$50 forfeit fee. This fee must be paid before they are allowed to participate in any postseason play.
- Should both teams not be ready with the required number of players at the appointed hour (game time) the game shall be declared no contest and both teams will be charged with a loss on their season record. Both teams will be expected to pay the game officials at the site or they will each be accessed a \$50 forfeit fee.
- All forfeit fees must be paid before the post season play starts. If they are not a team still owing forfeit fees may be barred form participating in post season play.

PROTESTS

Before the CYO will accept any protest, the protest must meet all of the following submission requirements:

- A formal protest must be made in writing and contain a complete statement of the event along with a \$50.00 protest fee. This statement must be signed by the coach and director and be received by the CYO office within 48 hours after completion of the disputed contest. A copy of the protest must be sent to the opposing team.
- A protest on the field or court must be made to the official in charge before the ball is again put in play and the opposing coach notified.
- A protest involving the playing time rules for grades 3 – 6 must be made prior to the beginning of the fourth quarter in basketball or the third match in volleyball. Protests filed after that point will be not be considered.
- Protests regarding the eligibility of a player may be made at anytime but should be made at the earliest possible date. No protest regarding eligibility will be honored 10 days following the close of the sport's season.
- Protest arising from decisions and interpretations of the rules by officials during the game will not be considered. Their decisions and interpretations are final.

RULES

Ohio High School Athletic Association (OHSAA) and Federation rules will apply in all cases that are not superseded by CYO rules.

All CYO rules specific to each sport will be distributed with the schedules for each sport.

Interpretations of any rules or situations not specifically covered will be done at the discretion of the CYO.

OFFICIALS

There will be officials assigned for each CYO contest by the CYO. Each team will be responsible to pay the officials the proper amount as described in the rules pertaining to that sport.

We expect our officials to act in a professional and courteous manner but do not expect them to take abuse.

The assigned officials are the final authority during a contest.

Officials are instructed not to start a contest without receiving payment.

Any concerns about officials or their performance should be addressed to the official's supervisor or the CYO Office.

UNIFORMS AND EQUIPMENT

All players must have jerseys with identifying numbers on front and back.

All players must have the same color jersey. Two players may not wear the same number.

When a team has two jerseys of different colors, they shall wear the jersey the opposite color of his opponent. The home team should determine the color of the day and visitor would wear the opposite.

CLOCK OPERATION

The home team or the host school is responsible to have a properly working clock and scoreboard available to be used.

The home team or host school is also responsible for supplying a properly trained clock/scoreboard operator. It is strongly recommended that the person be an adult.

COACHES

Each CYO athletic team must have an adult coach. High school and college age persons are eligible to coach provided that team is registered in the name of a responsible adult coach (21 years of age or older) who will occupy a position on the team sideline during each game and practice.

All coaches must be listed on team rosters that are on file with CYO. These are the only people that will be permitted on the sideline. Only coaches are permitted on the bench and/or sideline.

All coaches must comply with the requirements of the Arch Diocese and its Child Protection Decree.

The head coach will be responsible for the following:

Reading and being knowledgeable of all aspects of the current CYO rules governing their sport and making sure that all rules and policies are observed.

Make sure the players roster for the team and all player participation forms are completed properly and submitted on time.

Determine the eligibility of each player on ones' team through the parish or school. The use of any ineligible player either deliberately or unknowingly may result in a forfeiture status for every game in which the player took part.

Coaches are responsible for the actions, conduct and behavior of their assistant coaches, players and spectators of his parish team.

All coaches will:

Conduct themselves in a Christian manner, which will reflect positively on their parish, school and the CYO, and ensuring that team members and team followers do likewise.

Teach and guide our youth in a manner, which will increase their respect for authority, their sense of fair play and their ability to adapt to the wins and losses of everyday life.

Take special precautions to protect all valuables and clothing of players since gyms and locker rooms usually have public usage.

Be aware that individual parishes or member schools will be held responsible for any damages caused by their team members or followers.

Will know that they can be cited for unsportsmanlike conduct and be subject to disciplinary action by CYO and their own parish or member school.

CODE OF CONDUCT

The Catholic Youth Organization (CYO), through the vehicle of sports, provides opportunities for young people to be involved in competition to develop physical fitness, self-discipline, mental alertness and attitudes of sportsmanship, based on Christian principles of fair play and cooperation, under well organized and properly supervised forms of athletics. The guiding principle behind the enforcement of this code is that the behavior of everyone involved in CYO should not detract from the children's' enjoyment of the sport.

1. COACHES

Acceptable standards of coaching behavior include:

- Set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior;
- Respect the judgment of officials; abide by rules of the event;
- Treat opposing coaches, participants and fans with respect;
- Instruct participants in sportsmanship and demand they display good sportsmanship;
- Coach in a positive manner, reflecting Christian values;

Penalties:

- Any coach ejected from a game/match because of unsportsmanlike conduct will be suspended for the next games/matches and may be subject to additional penalties.
- Any coach who physically abuses another person may be suspended for the remainder of the season and may be disqualified from CYO participation
- Any coach who physically abuses an official will be suspended for the remainder of the season and may be disqualified from CYO participation.

2. PLAYERS

Acceptable standards of participant behavior include:

- Treat opponents with respect; shake hands prior to and after contests;
- Respect the judgment of officials and abide by the rules of the contest;
- Accept seriously the responsibility of representing the school or parish by displaying positive behavior at all times;
- Play in a positive manner, reflecting Christian values. Do not bait or taunt opponents.

Penalties:

- Any player ejected from a game/match because of unsportsmanlike conduct will be suspended from the next game and may be subject to additional penalties.
- Any player who physically abuses another player, participant or official may be suspended from play for the remainder of the season and may be disqualified from CYO competition.

3. SPECTATORS

Acceptable standards of spectator behavior include:

- Remember that the players are children and are playing for their enjoyment, not yours.
- Remain seated in the spectator area during the games;
- Respect decisions made by contest officials;
- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches or officials. Do not coach from the stands;
- Make no derogatory comments or gestures to players, coaches, parents of the opposing team, officials or league administrators.

Penalties:

- Participating teams and their coaches are responsible for the conduct of their spectators.
- Any spectator who displays poor sportsmanship may be removed from the facility by an official, their team coach, a league official or the host gym person-in-charge.
- Any spectator who interferes with the conduct of a CYO activity may, at the discretion of the official, host site, parish/school representative, or the CYO, be barred from attendance at subsequent CYO activities.

4. ENFORCEMENT

The parishes and leagues, under the supervision of the CYO Office, shall enforce this code. Complaints regarding violations of this code shall be first brought to the attention of the coordinators or Booster President of the parishes / schools involved. Coaches, participants or spectators may be placed on probation or suspended from CYO activities for their actions.



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