

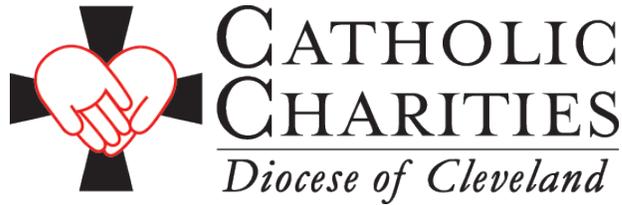
Diocese of Cleveland CYO



CHARTER & BYLAWS 2020-2021



CATHOLIC
CHARITIES
Diocese of Cleveland



DIOCESE OF CLEVELAND CYO
CHARTER AND BYLAWS 2020-2021

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CYO enters the 2020-2021 program cycle amidst the COVID-19 Pandemic that cancelled CYO spring sports. CYO administration retains the right and responsibility to make necessary changes to the Charter and Bylaws as needed to adjust to a changing pandemic environment.

CHARTER FOR THE DIOCESE OF CLEVELAND CYO

This Charter defines the organizational framework of the Diocese of Cleveland Catholic Youth Organization (CYO). CYO is a partnership rooted in mutuality between parents and families, member organizations, and CYO administration. The foundational building blocks are as follows:

- The Charter requires an annual choice by parishes, schools, and organizations to be part of the Diocese of Cleveland CYO. Choosing to be a member indicates full and active support and adherence to the spirit and letter of the CYO Charter & Bylaws.
- CYO Members and Athletic Administration work together to inspire young people to know God, to love God, and to serve God through athletics.
- Member programs are an extension of the parish, school or Catholic organizations. CYO athletics is most effective when integrated into its' youth ministry programming.
- The Charter clarifies the primary roles and relationships into 3 areas:
 1. Diocese Athletic Administration – Governance, Oversight and Organization of CYO sports programs at the Diocesan level.
 2. Sports Program Operation - Commissioners and program personnel who manage sport programs.
 3. Local Administration - Organization of CYO sports programs at the member level.

ARTICLE 1 - NAME and PURPOSE

- 1-1-1 The name of this organization is the Diocese of Cleveland - Catholic Youth Organization (CYO).
The purpose of CYO athletics is to provide athletic competition for the youth of the Diocese of Cleveland. This is accomplished by:
- A. providing an organizational structure for athletic competition;
 - B. establishing regulations for athletic governance and for individual sports;
 - C. establishing and monitoring standards for individuals, coaches, volunteers and contest officials;
 - D. providing information and program materials to facilitate communication among members;
 - E. establishing and monitoring standards for good sportsmanship, athletic competition, and risk management;
 - F. preventing the exploitation of members and participants;
 - G. and providing an opportunity for as many eligible young people as possible to experience spiritual, physical, mental, and emotional growth through participation in CYO sports.

ARTICLE 2 - CATHOLIC CHARITIES and CYO MISSION AND VALUES

- 2-1-1 Mission: Under the leadership of the Bishop of Cleveland and inspired by the Gospel, Catholic Charities continues the mission of Jesus by responding to those in need through an integrated system of quality services designed to respect the dignity of every athlete and build a just and compassionate society.
- 2-1-2 Catholic Charities Vision: Catholic Charities envisions a world touched by God's love: where we alleviate poverty and need, and all people share justly in the blessings of creation.
- 2-2-1 CYO Mission: CYO inspires young people to know God, to love God, and to serve God through athletics
- 2-2-2 CYO Vision Statement: CYO envisions young people actively practicing their faith in community on their teams and in their families, schools, parishes, and the world.
- 2-2-3 CYO Aims to:
- A. ORGANIZE the CYO structure to provide equitable athletic opportunities and administration of contests and events;
 - B. COMMUNICATE the mission, vision, values, and goals of CYO to all persons in CYO;
 - C. SUPPORT CYO Athletic Directors, Coaches, Leaders, Athletes, and Parents to further the mission and values of CYO;
 - D. OPERATE tournaments and events that demonstrate the mission and values of CYO;
 - E. PARTNER with mission aligned organizations to operate high quality CYO programs.

2-3-1 Catholic Charities and CYO Values

- A. Dignity of Person: In the Genesis story of creation, we are told that human beings are created in the very image and likeness of God. (Genesis 1:27) The Scriptures further reflect that as God created all the aspects of the universe, along with man and woman, God looked upon creation and noted that it was “good.” In fact, God ultimately proclaims that all God had created was indeed “very good.” (Gen. 1:31)
- B. Concern for the Poor: “For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me...In so far as you did this to one of the least of these sisters and brothers of mine, you did it for me.” (Matthew 25)
- C. Justice: “This is what God asks of you only this, to act justly to love tenderly and to walk humbly with your God.” (Micah 6:8)
- D. Hope: “I came that they may have life and have it more abundantly.” (John 10:10)
- E. Stewardship: “As each one has received a gift, use it to serve one another as good stewards of God’s varied grace.” (1 Peter 4:10)

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 children to influence the formation of Christian values and are a significant component of a member’s ministry to its young people. CYO athletics therefore requires the support, leadership, and supervision such a program needs.
- 3-1-2 The young person, not the athletic activity, is the primary focus of CYO Athletics. Therefore:
 - A. all athletic programs should be well organized and maintain standards of high quality.
 - B. all athletes have the right to participate in every contest (Mandatory Participation).
 - C. participants should have the opportunity to participate at appropriate age, grade, & competition levels.
- 3-1-3 All CYO program leaders are youth ministry leaders acting on behalf of the Catholic Church. They must therefore strive to act at all times as a model of Christ-like values and behaviors. Leaders are responsible to teach athletes and parents to understand success as individuals striving to achieve team goals and to teach athletes to respect themselves, teammates, opponents, officials and the game, while having fun.
- 3-1-4 Volunteers are essential and provide time, energy, resources, and expertise. Volunteers must model Catholic values and teachings and participate in mandatory training to provide a safe environment, learn the CYO philosophy, and develop the knowledge and skills to serve young people effectively.
- 3-1-5 All athletic programs should contribute to building faith for young people and are effective when used to invite, welcome and engage all persons into the life of the faith community. The relationship between athletics, family life, and parish life is essential.
- 3-1-6 Competition is an opportunity to demonstrate the developed skills of the athlete in concert with the opponents, coaches, officials and fans. Saint John Paul II said, *“When sports are played and understood the right way, there is an extraordinary expression of a person’s best inner energies and of the ability to overcome difficulties, set goals to be reached through sacrifice, generosity and determination in facing the difficulties of competition.”* We approach each competition with the mindset that we compete with the other team and strive to bring out the best in ourselves and those with whom we compete. CYO fosters community and fellowship between the athletes, coaches, and community of both teams before, during and after the competition. Our faith teaches us to show kindness and compassion for those we meet. This spirit will inform how we prepare for, start, and finish a competition with respect to how we treat all other persons involved.
- 3-1-7 CYO Athletics is committed to the acceptance of, and love for, people of all nationalities, races, physical abilities, and economic resources. Through CYO programs we work to build a Christian community that leads to caring for one another in the ways that Jesus taught. Pope Francis reminds us “to work together to ensure that all children can take up sport in circumstances of dignity, especially those who are excluded due to poverty.”

ARTICLE 4 - MEMBERSHIP

- 4-1-1 Membership in the Diocese of Cleveland CYO is voluntary and requires that each June, those interested and eligible to participate, submit a membership agreement that will identify the leadership of the Member Administration, acceptance of the CYO Charter and Bylaws. This signed agreement defines the Member Administration’s duties and obligations as members in the Diocese of Cleveland CYO. The following organizations are able to become members:

- A. A parish recognized by the Diocese of Cleveland as a Roman Catholic Parish.
- B. Catholic parishes belonging to Eastern Catholic Churches in the Diocese of Cleveland.
- C. A Catholic Educational Institution of the Diocese of Cleveland containing a combination of grades one (1) through twelve (12) that operates outside the authority of a parish.
- D. A Catholic Social Service/Community Center.
- E. Organizations that have previously enjoyed membership in Diocese of Cleveland CYO.
- F. Organizations outside of the Diocese of Cleveland CYO who have applied to CYO administration and been approved for membership by the Diocese of Cleveland CYO. Approval for acceptance is the sole responsibility of the CYO Athletic Administrator.
- G. Catholic High Schools that operate under the auspices of the Diocese of Cleveland.

4-2-1 Procedures for Initial Membership

- A. A member application for the upcoming year must be signed and completed by the Member Administrator and submitted to CYO Administration by June 1.
- B. The member must submit a description or map identifying its boundaries.
- C. The member must identify the Member Administrator and name an Athletic Director/s who will serve as the official parish/member contact person.
- D. CYO Administration will approve or disapprove the application as submitted or modified.
- E. Once membership has been approved, all new AD's must participate in New CYO Athletic Director orientation before the start of the athletic season.
- F. Applicants will be notified of their status in writing by June 30 of that year.

4-3-1 Procedures for Continuing Membership

- A. The Member Administrator must annually sign and submit the completed membership application form by June 1.
- B. Failure to file an application for membership by the above due date may preclude the organization from being scheduled or participating in CYO programs or sanctioned events.
- C. Any changes to boundaries or other significant changes to the member's organization must be updated when submitting the annual member application.
- D. Exceptions will be considered when requested in writing to CYO Administration.

4-4-1 Membership Time Period

- A. The membership period begins June 1 and continues until May 31 of the following year.
- B. Membership must be renewed by the Member Administrator prior to June 1.

4-5-1 Unified Members are comprised of Catholic Parishes/Schools who enter into long term commitments as a CYO member organization. A unified member combines all sports for the entire membership period. A member can only be a party to one unification at any time. There are two widespread applications of a unified program.

- A. A current member parish and a neighborhood parish/es or school(s) that does not offer CYO sports. Under this provision, all athletes of those parishes/schools involved in the unification would play for the identified sponsor without the need for an Eligibility Request Form.
- B. A current member school and neighborhood parish/es that may assist in the administration of the school and does not offer CYO sports. All of the athletes of the parishes/schools involved in the unified member would play for the identified sponsor without the need for an Eligibility Request Form.

4-5-2 All of the athletes that play for the team through the parties of the unified member are limited to playing for the teams of the sponsor.

4-5-3 If the sponsor of a Unified Membership does not offer a team in a specific sport, the unified members would be obliged to participate in according to the individual eligibility policies of Bylaw 3.

4-6-1 Unified Membership Application Process – Parishes/Schools wishing to create a Unified Membership must submit a signed Unified Membership Agreement by the published membership agreement deadline. Unified Memberships are official when the agreement is approved by diocesan administration. Diocese administration will review the following as part of the approval process:

- A. How many parties to the application have previously been independent sponsors and how many teams have they sponsored?
- B. The geographic proximity to the parties of the application that makes the unification reasonable with respect to building a Christian community between those involved.
- C. There is a governance structure for the unified program.

- D. The unification is not sought to create a competitive advantage.
 - E. The identified parish/school is responsible for the administration of the teams according to the Charter and Bylaws and uses the parish/school name when registering teams.
 - F. The Pastor, Principal or Administrator of parties to the Unified Membership has signed the agreement since the policies of the Charter and Bylaws are to be administered by all parties to the agreement.
- 4-6-2 Advantages of a Unified Membership are the elimination of the submissions of Eligibility Request Forms for those athletes that do not have a home parish/school program for which to participate. Unified Members are permitted to accept other young people via Eligibility Request Forms.

ARTICLE 5 - GOVERNANCE and ORGANIZATION

- 5-1-1 The Diocesan Administration of CYO operates within Catholic Charities, Diocese of Cleveland's Parish Outreach. CYO is operated under the direction of the Youth and Young Adult Ministry and CYO Office.
- 5-1-2 CYO Roles, Relationships, Responsibilities, and Operations
 - A. CYO operates in a shared partnership between athletes and families, member organizations, and Central Administration.
 - B. All members of the partnership are rooted in the CYO mission, values and philosophy and are bound to administer and follow the letter and spirit of the Charter and Bylaws.

ARTICLE 6 - CYO CENTRAL ADMINISTRATION and GOVERNANCE

- 6-1-1 CYO Central Administration is responsible to manage the following organizational responsibilities at the diocesan level. These include but are not limited to the following:
 - A. Governance, oversight, and general administration of the Diocese of Cleveland CYO Program.
 - B. Organize competition via leagues, tournaments, and events; select game sites, coordinate site staffing.
 - C. Establish Sections to meet the geographic, administrative and programmatic needs of members. Members may request section transfers by sending a written request to CYO Administration.
 - D. Review and update the Charter & Bylaws in partnership with member organizations.
 - E. Determine effective standards and procedures for determining athlete and coach eligibility and team placement.
 - F. Determine sport options, set rules, and identify site operation standards for every sport.
 - G. Organize coaches' meetings and trainings for coaches and leaders.
 - H. Provide support resources for member organizations and perform random audits to review preparticipation and emergency forms.
- 6-1-2 CYO Central Administration is responsible to manage the finances of the program at the diocesan level. These include but are not limited to the following:
 - A. Approve financial administrative processes, program fees, and the CYO budget according to Catholic Charities financial operations requirements.
 - B. Administer the Bishop Roger Gries Good Shepherd Fund to provide resources and grants to support program operations.
 - C. Form external partnerships with organizations that align with the CYO mission and values to provide benefits and resources to CYO members.
 - D. May organize and implement fundraising for dedicated purposes or projects.
 - E. Responsible to coordinate special events as identified.
- 6-1-3 CYO Central Administration is responsible to manage the personnel and volunteers at the diocesan level. This includes recruiting, screening, training, supervising, and evaluating staff and volunteers according to Catholic Charities and CYO policies. They will implement staff and volunteer training systems to assure quality program operations.
- 6-1-4 CYO Central Administration is responsible to manage sports programs and tournament operations at the diocesan level. These include, but are not limited to, the following:
 - A. Coordinate league composition, program schedules, sanctioned events, tournament competitions, and related logistics.
 - B. Coordinate the assigning of officials and the administration of sport-specific rules at contest sites.
 - C. Manage equipment and material resources used in the operation of the program.

- 6-1-5 CYO Central Administration is responsible to manage communications at the diocesan level.
 - A. Establish and use multiple communication forums and platforms to communicate with all member organizations in a timely manner.
 - B. Work with members to convene Member Athletic Directors for the annual CYO Conference for the purpose of dialogue, program review, professional development, and networking.
 - C. Coordinate the work of the Athletic Advisory Committee and Task Groups.
 - D. Establish and coordinate special events such as Team Mass Sunday, Sportsmanship Celebrations, Hall of Fame Celebration, Parent's and Grandparent's Day and other events as identified.
- 6-1-6 CYO Central Administration is responsible to manage safety and risk management at the diocesan level.
 - A. Provide protocols and procedures to ensure the safe operation of programs.
 - B. Establish and monitor incident procedure protocols that allow for a preventive and responsive system for handling incidents.
 - C. Work with Catholic Charities and the Diocese of Cleveland to operate in accordance to the best practices of a Catholic youth sports program.
- 6-1-7 The CYO Athletic Advisory Committee (AAC):
 - A. Serve as an Ambassador to and for CYO.
 - B. Administer the Good Shepherd Fund (standing committee).
 - C. Approve the CYO Hall of Fame and Recognition Recipients (Awards standing committee).
 - D. Hear CYO member organization appeals; recommend rulings (Mediation standing committee).
 - E. Provide consultation on current and future issues and directions.
 - F. Participate on Task Groups, Leadership tasks, long term strategic planning.
 - G. Make AAC approved recommendations to CYO Staff for programs and Charter & Bylaws.
 - H. AAC decision recommendations require a majority vote with at least 7 members voting.
 - I. Identify from among its voting members a chairperson, vice-chairperson and secretary, each of whom serve for two year terms.

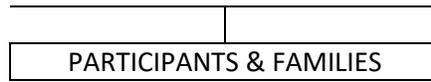
ARTICLE 7 - CYO MEMBER ADMINISTRATION and GOVERNANCE

- 7-1-1 The Member Administration of CYO Athletics is managed and operated under the direction of the Member Administrator and Member Athletic Director/s (AD).
 - A. The Member Administrator is the Pastor, President, Principal, or Agency Director of a member organization. The Member Administrator is responsible for the direction and supervision of the local program and authorizes the member AD to act on its' behalf. Duties include:
 - 1. administering the Charter and Bylaws for the member organization;
 - 2. acting as the final authority related to internal athletic issues;
 - 3. assuring that all financial obligations and payments are made with full accountability;
 - 4. reviewing and approving appeals and special requests made to the CYO Administration;
 - 5. establishing and administering a formal process for handling internal member grievances and impose penalties and disciplinary action when violations occur;
 - 6. selecting and/or removing the member AD on an annual basis or at any other time as required;
 - 7. meeting with the member AD on a quarterly basis to supervise program operations and mission;
 - 8. participating in preseason coach and parent meetings to ensure that the mission, values and goals of the CYO program are communicated to those in attendance.
 - B. The Member Athletic Director (AD) is the official liaison with the diocesan administration. The member AD is responsible to, and designated for, a one-year term by the Member Administrator. The member AD is responsible for the administration, direction and supervision of the local program according to the CYO Charter and Bylaws. The member AD may be a veteran coach, teacher, staff member or parent who demonstrates the philosophy of CYO Athletics and the Catholic Church while possessing the administrative skills needed to manage a large youth ministry program. If the Member AD has not completed the CYO Coaches Development Program to become a certified CYO Coach, they are required to do so by December 31, 2020.
 - It is the duty of the member AD to oversee the following areas:
 - 1. Registration and Eligibility

- a. Organize Eligibility Rosters; Team Entry Forms; Eligibility Request Forms; Pre-participation Forms, and all required forms to meet current requirements.
 - b. Follow timeline and deadlines for team, athlete, and coach’s registration according to the sport seasons and deadlines.
 - c. Assure that teams only participate in programs and sports recognized and approved by the diocesan administration.
2. Finance Management
- a. Account for all program fees, payments and accounting at the member level according to the Diocese of Cleveland financial records requirements.
 - b. Work with the Member Administrator to prepare a CYO Budget and pay registration and member fees by declared deadlines.
3. Volunteer and Personnel Management
- a. Recruit, screen, train, supervise, and evaluate all CYO volunteers and coaches.
 - b. Set up a volunteer management system.
4. Sport Program and Tournament Operations
- a. Coordinate practice schedules, team composition, tournament or event participation, and program logistics.
 - b. Direct, sponsor and supervise all practices, games, sanctioned events and competition.
5. Site and Equipment Management - Order, distribute, and collect uniforms and equipment and assess safety and suitability for use.
6. Communications
- a. Communicate CYO information to parents, athletes, coaches, staff, etc. in a timely manner.
 - b. Communicate diocese administration program and event information via internal communications channels.
7. Safety and Risk Management
- a. Check facility for safe use for athletes and teams; organize preventive and responsive protocols for injuries and/or incidents.
 - b. Complete and submit CYO incident reports as required when incidents occur; review program operation to promote player safety.
 - c. Complete CYO Inspection Form as required to promote facility safety
8. Fundraising and Event Coordination
- a. Organize and implement fundraising events.
 - b. Coordinate special CYO events.
- C. The Member Administrator may appoint the following Member Athletic Director positions:
- 1. Grade School Athletic Director – Responsible for the administration of the Charter & Bylaws to the grade school teams and sports sponsored.
 - 2. High School Athletic Director – Responsible for the administration of the Charter & Bylaws for the high school teams and sports sponsored.
 - 3. Co-Athletic Directors – Responsible for the administration of the CBL by grade school and high school teams or by grade, gender, season or specific sport.
 - 4. Assistant Athletic Director – Assists the Athletic Director to administer the Charter & Bylaws.

7-1-2 Parish Organizational Chart relative to CYO Athletics





7-1-3 School Organizational Chart



7-1-4 Service Agency Organizational Chart



ARTICLE 8 - AMENDMENTS TO THE CHARTER and BYLAWS

- 8-1-1 Changes to the Charter and Bylaws may be proposed by member organizations, administration, or diocesan leadership.
 - A. Proposed changes will be vetted by CYO administration and the Athletic Advisory Committee.
 - B. Significant changes will be reviewed and shared with the CYO Membership community.
 - C. Proposed changes will be submitted for final consideration by the Bishop in June.
- 8-1-2 The CBL may be amended during the program year by CYO Administration according to need and timing.

END OF CHARTER

BYLAWS FOR THE DIOCESE OF CLEVELAND CYO

BYLAW 1 - COVERAGE

Section 1 - Application of Bylaws and Sports Regulations

- 1-1-1 These Bylaws and Sports Regulations apply to all participants in the CYO athletic programs in grades one (1) through twelve (12) and include matters of eligibility, sanctioning, qualifications, responsibility and the establishment and monitoring of program standards.
- 1-1-2 The CYO Bylaws cannot be waived, modified or amended by mutual consent between or among members.

Section 2 - Competition

- 1-2-1 Teams may only compete against other CYO teams in recognized sports, tournaments, and competitions during the season.
- 1-2-2 All competitions involving CYO teams shall be conducted using the CYO approved contest rules. Changes in sport rules are not permitted unless approved by the diocese administration.
- 1-2-3 A participant on a CYO team shall not participate in a contest, on any other CYO team, in the same sport, during that sport's season unless stated otherwise in the CYO sport specific rules.

Section 3 - Recognized Sports

- 1-3-1 A recognized sport is one adopted by the Diocese of Cleveland CYO and operated through its auspices. Baseball, Bowling, Boys and Girls Basketball, Cheer, Boys and Girls Cross Country, Football, Flag Football, Rookie Tackle Football, Lacrosse, Boys and Girls Soccer, Softball, Tennis, Boys and Girls Track and Field, Boys Volleyball, Girls High School Volleyball, and High School Coed Volleyball are recognized sports.

BYLAW 2 - COACHES

- 2-1-1 The Coach is first a youth ministry leader in athletics who serves the Church, young people, and families as a compelling witness of the love, mercy, and compassion of Jesus Christ.
- 2-1-2 Pope Francis reminds us: *"How important it is that a coach be an example of integrity, of coherence, of good judgment, of impartiality, but also of the joy of living; of patience, of capacity to esteem and of benevolence to all, especially the most disadvantaged. And how important it is that he or she be an example of faith!"*

Section 2 - Age Requirement

2-2-1 Head Coaches

- A. Any man or woman, 19 years or older, approved by the Member Administrator and Athletic Director of the sponsor, may act be a head coach in CYO Grade School Programs.
- B. Any man or woman, 25 years or older, approved by the Member Administrator and Athletic Director of the sponsor, may be a head coach in CYO High School Programs.

2-2-2 Assistant Coaches

- A. Any person, man or woman, 16 years or older and approved by the Member Administrator and Athletic Director of the sponsor may act as an assistant coach in CYO Grade School Athletic Programs.
- B. Any person, man or woman, 18 years or older and approved by the Member Administrator and Athletic Director of the sponsor may act as an assistant coach in CYO High School Athletic Programs.

Section 3 - Head Coach of Multiple Teams

- 2-3-1 A Coach is permitted to be the head coach or assistant coach of two teams in the same sport during the same season. No special privileges are given for the scheduling of contests when a coach is coaching more than one team.

Section 4 - Responsibilities and Supervision

2-4-1 Coaches are responsible to do the following:

- A. know and demonstrate the CYO philosophy and conduct themselves in a Christian manner at practice and competitions in accordance with the Coach's Code of Conduct;
- B. wear their credentials to all games and contests;
- C. participate in the annual pre-season coach's meetings and mandatory trainings. Every team must be represented by a coach from their team; coaches who do not participate are required to take the Catholic Coaching Essentials online course at their own expense before their first game. They must provide a record to CYO administration indicating that they have completed the course. Tackle football coaches must also attend a Level I and/or Level II course and the "Heads Up" certification to have a current and recognized coaching credential.

- D. teach the rules of the sport and the proper skills, techniques, strategies, and tactics for their sport in an age appropriate manner;
- E. supervise their teams before, during and after all practices and competitions and supervise the conduct of their spectators at competitions.
- F. manage blow out contests with grace while upholding the dignity of players on both teams, according to ethical standards and methods provided by CYO;
- G. a registered coach or Member Athletic Director, age 19 or older, MUST be present at all scheduled practices, games and team events;
- H. When a girl's team is coached by men only, it is required that a woman 18 years of age or older to be in attendance at all practices and games;
- I. When a boy's team is coached by women only, it is required that a man 18 years of age or older to be in attendance at all practices and games;
- J. Coaches may not have closed practices. Parents and CYO leaders may attend practices and contests. All persons present are expected to demonstrate behaviors that uphold the values of CYO.

Section 5 - Registration and Training of Coaches

- 2-5-1 The Member Athletic Director must register all coaches associated with a team on the appropriate eligibility roster of the team.
- A. Head Coaches must be identified by the published team entry deadline.
 - B. Assistant Coaches must be identified by the published team eligibility roster deadline.
 - C. If there is a change during the season, the member Athletic Director is to contact the CYO administration to report the change.
 - D. Persons not registered with the CYO Athletic Office may not coach, represent a team, or sit on the team bench or be in the competition area during an athletic contest.
 - E. Coaches need to have their own coaches' credential visible at all games.
- 2-5-2 Each member must assure that a volunteer who seeks to coach has completed the following requirements:
- A. Read and acknowledge the Diocese of Cleveland, "Policy for the Safety of Children in Matters of Sexual Abuse".
 - B. Read and acknowledged the Diocese of Cleveland, "Standards of Conduct for Ministry".
 - C. Completed a parish application.
 - D. Attended an approved abuse prevention program.
 - E. Attended a CYO Coaches Development Program.
 - F. Complete the required fingerprint-based background check.
 - G. Complete the NFHSA Concussion in Sports – "What You Need to Know" training program.
 - H. Complete the required state Lindsey's Law requirements.
 - I. Complete other sport specific requirements as determined by CYO administration.
- 2-5-3 All head and assistant coaches must complete the requirements of Bylaw 2-5-2 before they are permitted to begin coaching a team. Failure to complete the requirements will result in the coach's ineligibility until the requirements have been completed.

BYLAW 3 - ATHLETE ELIGIBILITY

- 3-1-1 In order to provide the best experience for the athlete as possible, CYO organizations agree to implement and uphold the following eligibility standards that determine who can participate in the Diocese of Cleveland CYO. The goal of eligibility standards is to maintain fair and equitable competition with the inclusion and full participation of as many children as possible.
- 3-1-2 All grade school and high school athletes are eligible to participate on the teams of a CYO Member organization if they meet at least one (1) of the following requirements:
- A. The athlete's parent(s)/guardian(s) are registered members of the parish sponsoring the team.
 1. If the parent(s)/guardian(s) are registered members of more than one parish, the athlete must designate the one member for which he/she will participate during that athletic year. When a clear declaration is not made, the parish/school for whom the athlete first participates will be designated for the entire year.
 2. If the parents are members of more than one parish and their child attends a Catholic school, the preferred option is for the child to play on the team where they attend school.

3. If the parents are members of one or more parish and their child attends a different Catholic school, the child may play for the member parish where they do not attend school only after registering and participating in six (6) religious education sessions before they are eligible to participate in practices or competitions.
- B. The athlete attends the school of the CYO Member organization.
 1. Students enrolled in a member school that is not part of a parish may participate only on that member school team.
 - C. The athlete is enrolled and regularly attends the sponsor's PSR or RCIA in the current school year and lives within the member's defined boundaries. A non-Catholic participant enrolled in PSR or RCIA must submit a CYO Eligibility Request Form to the diocese administration by the team entry deadline and meet the following criteria:
 1. Athletes may not participate in any practice, scrimmages/competitions until written approval has been received from CYO administration.
 2. An athlete must attend six (6) religious education sessions before they are eligible to participate in practices or competitions.
 3. An exception may be granted by diocesan administration for an athlete that relocates from another city who has been involved in the PSR or RCIA at the original parish and enrolls in the program at the appropriate CYO member organization.
 - D. If an athlete's parish/school sponsors a team in a particular sport, that athlete is to participate on the parish/school's team and is not permitted to play at another parish/school without prior written approval from diocesan administration. Exceptions will be considered on an individual basis through communication between the member AD and the diocese administration.
 - E. If an athlete moves within the Diocese of Cleveland, he/she has the option to play with the previous member's team or with the new member's team. Being added to the new team requires submitting an Eligibility Request Form and receiving approval from CYO administration.
 - F. If an athlete has eligibility through multiple options via parish or school membership, eligibility for the year will be identified by the first team's roster he/she appears on within the current program year.
- 3-1-3 If an athlete is a "child with a disability" as defined by 42 USC Section 12102 (ADA) and the disability has contributed significantly to the athlete's inability to participate, the diocese administration will determine the athlete's eligibility after an ERF has been submitted.
- 3-1-4 If an athlete has repeated any grade, the diocese administration retains the right to determine the athlete's eligibility. An Eligibility Request Form (ERF) must be submitted by the CYO member organization.
- 3-1-5 If a parish/school does not sponsor a team in a specific sport, an athlete that meets one of the requirements of Bylaw 3-1-2 is eligible to compete for another CYO member organization.
- A. An athlete may participate with a parish/school sponsoring a team within their designated CYO section without the use of an ERF submitted to the CYO Administration.
 - B. If there is not a parish/school in the athlete's section that sponsors a team, an athlete must submit a completed ERF to CYO administration by following the identified steps below to determine where the athlete is eligible to participate.
 1. The athlete makes the first request to the Member Administration sponsoring a team that is closest to the athlete's residence or school/parish address as determined by using the [Parish Locator](http://www.dioceseofcleveland.org) at www.dioceseofcleveland.org or other approved navigational systems.
 2. If the closest parish/school does not accept the athlete, he/she may approach the Administration of the second closest parish/school that sponsors a team as measured by the above process.
 3. If the second closest parish/school does not accept the athlete, he/she may approach the Member Administration of the third closest parish/school to sponsor a team or contact the diocesan administration for placement.
 4. If the third closest member does not accept the athlete, he/she must contact the diocese administration for assistance.
 - C. In football, CYO Administration will decide annually which parish member organizations combine together to form teams and which athletes are eligible to participate on which teams based on member input, participation data, and projections for the current year.

Section 2 - CYO Eligibility Request Form (ERF)

- 3-2-1 The ERFs need to be submitted in its entirety to the diocese administration by the regular team registration deadline and no later than the start of the sport competition season for the athlete to participate in CYO.
- 3-2-2 While the ERF is under review, the athlete may not be rostered on the team or participate in practices, scrimmages or competitions until written approval has been received from CYO administration.
- 3-2-3 The following process is to be used for the completion and submission of the ERF:
- A. The parent of the athlete secures the signatures in Section 1 of the ERF. If their parish/school does not sponsor any CYO sports, then only the signature of the Pastor/Principal is needed on the form. If their parish/school sponsors CYO in any sports, then the signature of the Member Athletic Director is needed on the form. The Member Athletic Director will let the parent know if the Pastor/Principal also needs to sign the form.
 - B. Once Section 1 is complete, the parent is responsible to communicate with the Athletic Director of the sponsoring member for verification of the [Parish Locator](#) and instructions on the process for contacting others required to approval. Approval may be obtained by email if the correspondence contains: a copy of the ERF, the name, grade, gender and home parish/school of the athlete, the sport and grade level, the CYO Member the athlete hopes to play for, and the reasons for the ERF application. The member Athletic Director needs to approve the athlete's request to participate at the next closest member.
 - C. Once Section 2 is complete, the Athletic Director of the sponsoring member can complete Section 3 of the form and submit the completed ERF, with supporting documents and approvals, to CYO Administration for review.
- 3-2-4 Athletes that have CYO eligibility through parish/schools that do not offer any sports programs and are not Unified Program Members, may submit an ERF once per year for all sports. In such cases the sponsoring member must be closest to the athlete's residence/school address as determined by using the [Parish Locator](#) at www.dioceseofcleveland.org or approved navigational system.

Section 3 - Competition Division Grade and Age Limitations

- 3-3-1 Whenever possible, the CYO will offer leagues by the divisions listed below. In each case, the athlete must meet the age requirement on August 1 before the school year starts. Divisions are:
- A. High School - Grades 9 to 12 and ages 18 and under
 1. 12th Grade - Individuals in grades 12, 11, 10 and 9; ages 14-18
 2. 11th Grade – Individuals in grades 11, 10, and 9; ages 14-17
 3. 10th Grade - Individuals in grades 10 and 9; ages 14-16
 4. 9th Grade – Individuals in grade 9; ages 13-15
 - B. Grade School - Grades 1 to 8 and ages 5 to 14
 1. 8th Grade - Individuals in grades 8, 7, 6; ages 10-14*
 2. 7th Grade - Individuals in grades 7, 6, 5; ages 9-13
 3. 6th Grade - Individuals in grades 6, 5, 4; ages 8-12**
 4. 5th Grade - Individuals in grades 5, 4; ages 8-11
 5. 4th Grade - Individuals in grade 4, 3; ages 7-10
 6. 3rd Grade - Individuals in grade 3, 2; ages 7-9
 7. 2nd Grade - Individuals in grade 2, 1; ages 6-7
 8. 1st Grade - Individuals in grade 1; ages 5-6

* In the sport of Cheer, athletes that are 8 & 9 years old and in grades 4 & 5 are permitted on an 8th Grade Team.

** In the sport of Cheer, athletes that are 7 & 8 years old and in grade 3 are permitted on a 6th Grade Team; athletes that are 6 & 7 years of age and in first grade are permitted on a 4th Grade Team.

3-3-2 Athletes are eligible to participate according to the sports and age ranges available. The exception is for football, where age and grade eligibility standards are identified within the sport specific rules.

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

Section 4 - Recruiting

- 3-4-1 Any attempt to recruit an individual to a CYO member or team for athletic purposes is strictly prohibited. "Recruit" constitutes use of influence by any person or persons connected or not connected with a member to secure transfer or registration of an individual not already eligible to participate for the member.
- 3-5-1 Eligibility guidelines for individual sports will be identified in the sport specific rules.

BYLAW 4 - GENERAL RULES

Section 1- Classification of Members & Teams

- 4-1-1 All members shall be classified and named according to the sponsoring member, recognized educational institution or youth serving Catholic Social Service\Community Center.
- 4-1-2 Teams competing in CYO grades 3 -5 will be placed in conferences and divisions according to the following goals and principles:
- A. The goal is to maintain fair, fun, and equitable competition with the inclusion and full participation of as many teams and children as possible.
 - B. Team placement will consider travel time to game locations of 30 minutes or less as the highest priority whenever possible.
- 4-1-3 CYO Administration will place teams competing in CYO grades 6, 7, and 8 in conferences, and championship tournaments according to the following goals and principles:
1. The goal is to maintain fair and equitable competition with the inclusion and full participation of as many teams and children as possible.
 2. The goal is to place teams in conferences where they will contribute to competitive balance and will have fewer experiences of being involved in a blowout contest.
 3. Number of teams registered for the sport and grade levels of that sport.
 4. Team placement will consider travel time to game sites of 30 minutes or less as a priority whenever possible. Travel time is a lesser priority in grades 6-8 than in lower grades and is a low priority for elite competition conferences.
 5. Team strength as defined by available analytical information, including but not limited to:
 1. member size and enrollment in school and religious education programs
 2. member athletic director input
 3. historical performance data, including point differential **of 20 points or less** in past contests
 4. sanctioned tournament performances
 5. CYO Staff input
 6. The Member Athletic Director may petition CYO Administration to request their team to be moved up or down by the deadline identified in the CYO sport season packet.
 7. Team placement in conferences, tiers and championship tournaments will be identified and shared in the sport specific information at the beginning of each sports season.
 8. Final decisions on team placement in all CYO sports are the responsibility of CYO Administration.

Section 2 - Player Participation

- 4-2-1 It is the philosophy of CYO to have all athletes participate in competitions at all divisions of play to receive the physical, mental, and spiritual benefits available in CYO sports. CYO strongly discourages declaring an athlete ineligible as a form of punishment. A coach or member administration may deem an athlete ineligible for reasons of discipline, grades, or poor behavior. In these cases, the coach must inform the Site Director and the opposing coach of the ineligibility before the contest. The cause of not participating must be marked on the game score sheet or line-up participation form.
- 4-2-2 Sport specific rules that define the implementation of the participation rule must be followed.
- 4-2-3 CYO prohibits "cutting" athletes from a team. Tryouts may be held to assess athlete's skills to determine team placement. Tryouts may not be held for cutting players.
- 4-2-4 An athlete on a member team may participate on any other non-CYO team in the same sport during that sport season.

Section 3 - Competition and Practice

- 4-3-1 Competition & Practice Limitations
- A. Competition, tryouts, assessments and practice may not begin until the published first day of practice and must conclude by the published end of season date.
 - B. Competition and practice will not begin on Sunday before 1:00 p.m.
 - C. Competition will not start after 8:00 p.m., except during Easter and Christmas vacation when it will not start after 9:00 p.m. This includes Sanctioned Events.
 - D. All practices must end for grade school teams by 9:00 p.m. and for high school teams by 10:00 p.m. The recommended practice duration is ninety (90) minutes and may not exceed two hours.

- E. CYO does not permit closed practices. Parents and CYO leaders may attend practices and must demonstrate behaviors that uphold the CYO mission and values.
 - F. Member teams are permitted to practice or scrimmage against CYO member and non-member teams. CYO teams are not permitted to play in tournaments/contests with non-member teams.
- 4-3-2 Practices and player assessments are not permitted prior to the published season start dates.
- 4-3-3 Practice sessions are not permitted on the day/evening of the CYO sponsored preseason coach's meetings in the member's area. This is required so that all coaches will be able to attend the mandatory coach's meeting at the start of each season. Consult the CYO website for meeting dates/times and locations.

Section 4 - Day and Season Competition Limits

- 4-4-1 Game and tournament limit rules are published in the CYO sport specific rules and vary according to grade levels. All CYO member organizations are required to follow game limits.
- 4-4-2 Violation of the game limits outlined in the sport specific rules will result in the following penalties:
- A. When a team enters one tournament or sanctioned event over the allowed number, the coach will face a two game suspension and is required to take and pass the CYO Coaches Development Program.
 - B. When a coach enters a team in two or more tournaments or sanctioned events over the allowed number, the coach is suspended from coaching for one year, must submit their coaching credential, must retake and pass the CYO Coaches Development Program, and must submit a letter to CYO Administration requesting reinstatement of their coaching credential.
 - C. When a team enters two or more tournaments or sanctioned events beyond the allowed number, the member organization will be placed on Administrative Watch.
 - D. The following games do not count toward the season game limit:
 1. Pre-season scrimmages
 2. League play-off games
 3. CYO Qualifier/CYO Tournament Games
 4. CYO Diocesan Tournament

Section 5 - Equipment

- 4-5-1 Each member is to ensure that the use of proper equipment and safety precautions are stressed to coaches, participants, parents and guardians. Equipment must be properly fitted, conditioned and protective items worn as outlined in the sport specific rules.
- 4-5-2 Each member is to ensure that each athlete is issued a game uniform that meets the requirements outlined in the sport specific rules and comply with NFHS rules.

Section 6 - Sanctioned Events

- 4-6-1 The CYO member, parish organizations, Catholic high schools, colleges or community centers that wishes to host a tournament, or competition, must:
- A. Complete and submit to the diocese administration a Sanctioned Event Application at least ten days prior to the start of the event.
 - B. Agree to the rules contained in the application.
 - C. Submit to the diocese administration an Event Completion Report within ten days of the completion of the event. Failure to complete and submit the completion report will result in the sponsoring organization paying a \$100. late fee and not being able to apply to sponsor another event for 365 days from the date the completion report was due.
 - D. Every sanctioned event for 6th- 8th grade during the fall, winter and spring seasons must be completed before the start of season ending CYO tournament.

** Please note: CYO administration is researching tournament-reporting software to gain timely results from all sanctioned event contests.

BYLAW 5 - TEAM ENTRY AND ELIGIBILITY ROSTER REQUIREMENTS

- 5-1-1 In order to provide the best possible experience for athletes, CYO Member organizations will administer the following standards which define how teams are entered and how rosters are created and submitted. Having a standard process by which teams are registered and athletes are placed on rosters creates the fairness and consistency that families are looking for in a faith-based sports organization. This section contains a description of the team entry and rostering process in the Diocese of Cleveland CYO to provide the best opportunities for the development of athletes.

Section 2 - Team Entry

- 5-2-1 Completion of the team entry is one of the most important responsibilities of the member athletic director. If the member administration fails to complete all aspects of the team entry process, they may contribute to circumstances that can be detrimental to the experiences of the athlete. Therefore, the member administration agrees to fulfill the following obligations pertaining to team registration:
- A. Complete general team entry by the published deadline. The team must be registered in the league of the highest age/grade of any team member. All team members must meet the grade and age requirement on August 1 before the school year starts. See Bylaw 3-3-1 for the description of leagues.
 - B. Provide accurate team composition information by the team entry deadline.
 - C. Provide current and accurate head coach contact information by the team entry deadline.
 - D. Submit team entry fees payment to the diocese administration by the published deadline or pay late fee
 - E. Be responsible for issues that arise by competition conflict "blackout" dates not submitted by the team entry deadline and communicate that responsibility to the member administration.
- 5-2-2 Team Blackout Date Requests* must be submitted by the team blackouts deadline. AD's are responsible to check the parish and school calendar for potential conflict dates. Submitted requests must identify the date, time, and reason a team cannot compete. Submitted requests must reflect the minimum and maximum amount of "blacked out" time needed, and a detailed reason for the request. Team conflict dates with a description submitted at the time of entry will be considered in the following rank order priority:
- A. Religious events for athletes – Sacraments, Rehearsals, Retreats, etc.
 - B. School academic events for athletes – Science Fair, Music/Writing Competitions, etc.
 - C. School other events for athletes – Plays, Socials, Field trips
 - D. Coach related conflicts – Specific Family events, etc.
 - E. BLACKOUT DATE REQUESTS WITHOUT A DESCRIPTION WILL NOT BE CONSIDERED.
- *Late Blackout date changes involve expenses, opponents, officials, facilities, site staff, athletes, and parents. Late blackout date requests are strongly discouraged and may not be considered or granted.
- 5-2-3 CYO administration has the following responsibilities to facilitate efficient team registrations:
- A. Distribute details of entry deadlines, fees and relevant information to member administration at least 60 days prior to the close of the team entry process.
 - B. Communicate the dates and locations of meetings with coaches that are contained on the team rosters within the team registration system.
 - C. At the end of the team entry period, review blackout date requests according to bylaw 5-2-2. CYO administration will attempt to grant requests that were provided within the team entry period.
 - D. Communicate to member administration submitted requests that cannot be honored.
 - E. Review conflict dates submitted after the team entry deadline for accommodations that can be made.
- 5-2-4 Team and Athlete Withdrawals and Forfeits
- A. If the member administration determines that they must withdraw a team from the season, it will forfeit the team entry fee according to the following scale:
 1. A team withdrawing after the published entry deadline and before the published roster deadline will forfeit 50% of the team entry fee.
 2. A team withdrawing on or after the published roster deadline will forfeit 75% of the team entry fee.
 3. A team withdrawing may also be assessed additional fees associated with game officials or locations if those fees cannot be eliminated.
 - B. For sports that charge a participant fee, a refund will be issued for dropped athletes that are communicated to the diocese administration by the published "deadline to register athletes".
 - C. In the sports of Cross Country and Track and Field, the member Athletic Director is responsible to submit the Dropped Athlete Form by the published deadline. The individual fee shall be forfeited for those do not submit this form to the CYO administration by the deadline.
 - D. Member teams failing to appear with the required number of players within 15 minutes after the scheduled starting time of a contest shall forfeit the game as declared by the assigned contest official.
 1. Any team forfeiting a tournament game must submit the predetermined forfeit fee to the diocese administration before the member is permitted to enter teams for the next season.
 2. When tournament forfeit fees are not paid, the site rental fee for that member will be reduced the amount of the forfeit fee or by other means as determined by the CYO Administration.

Section 3 - Team Rosters

- 5-3-1 Completion of the team roster is a critically important process for member administration at the start of each season. If the member administration fails to complete all aspects of the team roster process, they may contribute to circumstances that can be detrimental to the experience of the athlete. Therefore, the member administration agrees to fulfill the following obligations pertaining to creating team rosters:
- A. Create team rosters according to the policy of Bylaw 6.
 - B. At the beginning of the sport season, submit individual rosters for each team the member sponsors to the diocese administration in advance of the published deadline.
 - C. Enter complete and current information for all athletes and adults as either the head or assistant coach.
 - D. Assure that all persons identified as coaches have fulfilled the Bylaw 2 requirements for coaches.
 - E. Once eligibility has been approved (Bylaw 3), enter complete information for all athletes that will be participating on the team throughout the season, including current physical exam information.
 - F. Submit completed team rosters containing complete, current coach and athlete information to diocesan administration before the published due date for each sport in which a member is participating.
 - G. By the start of the competition season, the member athletic director will provide each coach with a copy of the final "CYO Eligibility Roster" report of the team being coached.
 - H. Roster corrections and deletions may be made until the published deadline date, or the day before the first scheduled CYO competition for the season.
- 5-3-2 Modifications/Additions to the Roster of a Team in CYO
- A. Athletes may be added to the team roster for 14 days after the first scheduled regular season competition of the sport. If a team does not have the "minimum" number of young people on the roster (bylaw 5-3-2-B), additions are permitted after the 14-day period by submission of an ERF.
 - B. Roster Minimum - If a team has at least the number of athletes noted below on the team roster, the 14-day period stated in Bylaw 5-3-2 will be in effect. If a team has fewer than this number, it can add athletes that meet the general and sport eligibility rules to the roster at any point until the roster reaches the following threshold;
 1. Baseball – 13 per team
 2. Basketball – 8 per team
 3. Cheer – 6 to 8 per squad
 4. Cross Country – 7 per competition division
 5. Football – Flag – 10 per team
 6. Football – Rookie Tackle – 14 per team
 7. Football – Tackle – 20 per team
 8. Lacrosse – 12 per team
 9. Soccer – 9v9 – 12 per team
 10. Soccer 8v8 – 11 per team
 11. Soccer 6v6 – 9 per team
 12. Softball – 13 per team
 13. Track & Field – 7 per competition division
 14. Volleyball – 8 per team
 - C. Guest Player Rule - If a team does not have enough players (1 more than the number of players needed to start the contest), a guest player may be moved from another team with the following restrictions. The Guest Player:
 1. must be currently rostered on a member CYO team;
 2. can be moved up from a lower competition division team, or within the same division if he/she meets the age/grade restrictions of the team;
 3. may be moved for no more than two (2) games during the season; (rotate guest players);
 4. complies with the number of games per day competition limits expressed in sport specific rules;
 5. participation meets the limits outlined in the sport specific rules;
 6. are reported to the diocesan administration on the day of the game;
 7. Guest players cannot be used in sanctioned events, CYO playoffs or championships.

Section 4 – Pre-participation Forms and Medical Expenses/Insurance

- 5-4-1 Each participant on a CYO team roster must have a valid preparticipation form in order to participate in practice, scrimmage or competitions. Players are ineligible to participate without a preparticipation form.
- 5-4-2 The pre-participation form must be submitted annually to the member administration by each participant in the Diocese of Cleveland CYO. This form provides information on the demographics, residence, waiver, medical history, emergency authorization and medical examiner’s certification of the athletes’ physical fitness for participation in CYO programs. The complete preparticipation form is valid for thirteen months from the date of the medical examiner’s signature. Prior to participation in practice or competition, the member administration will verify:
- A. The pre-participation form information and medical history section is complete.
 - B. The waiver section is complete and signed by the athlete and by a parent/guardian.
 - C. The physical exam section is signed and dated by a medical examiner (Physician - MD, DO, Nurse Practitioner or Physician’s Assistant).
 - D. The pre-participation form is on file with the member administration.
 - E. Rosters must contain current physical exam information at all times. Parishes and Schools are responsible to assure that physical exams are current for participating athletes.
 - F. The member administration is responsible for archiving pre-participation forms on the member’s property until the athlete reaches the age of majority plus the corresponding statute of limitations.
- 5-4-3 Medical Expenses and Insurance - The responsibility for all medical and insurance expenses incurred while participating in CYO activities lies with the parent/guardian of the athlete. The member and diocese administration and agents in no way assume liability for any injuries that occur on the way to scheduled games, events or practices, at said events, or after departure from the activities. The member and diocese administration assume no responsibility for providing for and the expense of Life, Accident, Medical and Hospitalization insurance. This responsibility is solely that of the participant's parent/guardian.

BYLAW 6 - TEAM AND LEAGUE FORMATION

- 6-1-1 In order to provide the best possible experience for the athlete, CYO Member organizations will strive to achieve the following standards that define the manner in which members form teams to participate. Having standards to assign athletes to teams creates the sense of fairness and consistency that families are looking for in a faith-based program. This section describes how teams may be formed in order to provide the best opportunities for development of the athletes through the years of their participation in CYO.

Section 2 - Team Membership, Competition, and Gender

- 6-2-1 Every athlete who fulfills eligibility requirements is entitled to a place on a team.
- 6-2-2 An athlete who participates in a 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.
- 6-2-3 An athlete who 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.
- 6-2-4 Teams composed of athletes of the opposite gender shall not participate/compete in any inter-member type of competition.

Section 3 - Team Formation

6-3-1 1st, 2nd, 3rd, 4th, 5th Grade Divisions

- A. CYO Members are not permitted to split athletes into multiple teams divided by team strength. Teams in these levels must be split as evenly as possible according to the following criteria:
 - 1. Every athlete in the division has access to the same level of coaching and curriculum.
 - 2. Every athlete in the division has access to the same practice facilities and the same quantity of practice days and hours.
 - 3. At the start of each season, player assessments for all of the athletes in the division are held on at least two (2) dates prior to determining the split of the group into multiple teams.
 - 4. At the start of each season, player assessments are developed, lead and made by at least two (2) individuals that will not be coaching the athlete during the season.
 - 5. The final rosters are approved by the member A.D. prior to announcement of team placement.
 - 6. The member A.D. makes the final announcement in a manner that is consistent to the level of dignity and respect owed to every athlete.

- B. The rationale for this position is based upon the Long Term Athlete Development Model (LTAD).
- 6-3-2 6th, 7th, and 8th Grade Divisions
- A. CYO Members are permitted to split athletes into multiple teams determined by team strength.
 - B. CYO sport specific rules will identify the factors and structure for team placement in divisions, conferences, and CYO tournaments. CYO administration makes the final determination for team placement.
 - C. CYO Teams in these levels must be split according to the following criteria:
 1. Every athlete has access to the same level of coaching and curriculum.
 2. Every athlete has access to quality practice facilities and the same quantity of practice days/hours.
 3. Every athlete has access to the same quantity of competitive opportunities throughout the season.
 4. At the start of each season, player assessments for all of the athletes in the division are held on a minimum of two (2) dates prior to determining the split of the group into multiple teams.
 5. At the start of each season, player assessments are developed, lead and made by at least two (2) individuals that will not be coaching the athlete during the season.
 6. The final rosters are approved by the member A.D., prior to announcement of team placement.
 7. The member A.D. makes the final announcement in a manner that is consistent to the level of dignity and respect owed to every young person.
- 6-3-3 9th, 10th, 11th and 12th Grade Divisions
- A. CYO member organizations are permitted to form teams in these divisions providing that the member organization take full responsibility for the support and supervision of the team according to the procedures and policies of the CYO Charter and Bylaws.
 - B. Member organizations sponsoring teams in these divisions must advertise their high school program within the parish/school and must accept any athlete from their own organization who registers to play before accepting athletes from other member organizations.
 - C. If a member sponsors multiple teams in the same division, the member A.D. must approve the method used to split the athletes among the teams.

Section 4 - Conferencing of teams for the regular season

- 6-4-1 Teams in the 1st, 2nd, 3rd, 4th, and 5th grade divisions will be placed into conferences for scheduling based upon their geographic location. Team strength will not be considered at these levels. Reasonable efforts will be made by CYO administration to limit the need for teams from the same CYO Member to play each other during the regular season. This effort may result in teams traveling further distances to play games. Regular season standings will not be kept and playoffs will not be held. Members may sponsor sanctioned events for these levels, provided that team strength and record are not utilized for placement or grouping for the games in the division of play.
- 6-4-2 Teams competing in the 6th, 7th, and 8th grade divisions will be placed in conferences tiers, and championship tournaments by CYO according to the following goals and principles:
- A. The goal is to maintain fair and equitable competition with the inclusion and full participation of as many teams and children as possible.
 - B. The goal is to place teams in conferences where they will contribute to competitive balance and will have fewer experiences of being involved in a blowout contest.
 - C. Number of teams registered for the sport and grade levels of that sport.
 - D. Team placement in conferences will consider travel time to game sites of 30 minutes or less as a priority whenever possible. Travel time is a lesser priority in grades 6-8 than in lower grades and is a low priority for elite competition conferences.
 - E. Team strength as defined by available analytical information, including but not limited to:
 1. member size and enrollment in school and religious education programs
 2. member athletic director input
 3. historical performance data, including point differential of 20 points or less in past contests
 4. sanctioned tournament performances
 5. CYO Staff input
 - F. Member A.D.'s may petition CYO Administration to request a team to be moved up or down.
 - G. Members may sponsor sanctioned events for these levels that consider team strength and record for placement or grouping for the games in the division of play.

- H. Team placement in conferences and divisions will be identified and shared in the sport specific information at the beginning of each sports season.
 - I. Regular season standings will be kept in grade 6 - 8 divisions of play.
- 6-4-3 Playoffs for Grades 6, 7, and 8
- A. Playoffs will be held at the 6th grade level. Playoffs will be organized by grouping conferences of similar levels of play and geography. A limited number of teams may qualify for playoffs due to space and volume limitations.
 - B. Playoffs will be held at the 7th & 8th grade level. All 7th grade teams will have the opportunity to compete in a championship tournament. All 8th grade teams will have the opportunity to compete in a diocesan championship tournament. Teams will be placed into competitive tiers with placement based on analytics as determined by the CYO Administration.
- 6-4-4 Teams in the 9th, 10th, 11th and 12th Grade divisions will be placed into conferences based upon team composition, grade levels, and the geographic location of the CYO member. Regular season standings will be kept and playoffs may be held. Members may sponsor sanctioned events for these levels and team strength and record may be utilized for placement or grouping for the games in this division.
- 6-4-5 The Member Athletic Director has the final approval regarding submissions for conferencing member teams.

BYLAW 7 - PRESEASON MEETINGS

- 7-1-1 Each member is to hold a mandatory preseason meeting with all head and assistant coaches involved for the upcoming season. This meeting is to be held prior to the start of practice for the season. The agenda and resources for the Coach's meeting are available from CYO Administration.
- 7-1-2 Each member is to hold a mandatory preseason meeting with all of the parents involved for the upcoming season. This meeting is to be held prior to the end of the first week of practice. The agenda and resources for the CYO Parent meeting are available from CYO Administration. CYO Administration requests members to provide the dates, times, and agenda of the parent meeting and may be present at the meeting.

BYLAW 8 - OFFICIALS AND SITE STAFF

Section 1 - Officials Assigned

- 8-1-1 The diocese administration shall assign officials to regular season and tournament competitions. All contest officials assigned to regular season and tournament competitions must be certified by an organization approved by the diocese administration.
- 8-1-2 The sponsor of a Sanctioned Event shall assign officials to competitions associated with the event. All contest officials assigned to the sanctioned event's competitions must be certified by an organization approved by the diocese administration.

Section 2 - Officials' Decisions and Conduct

- 8-2-1 Decisions made by contest officials related to interpretations on the contest playing rules are final and will not be considered for appeal.
- 8-2-2 If an error is discovered in the official scorekeeping, a review may be undertaken and corrections made as outlined in sport specific rules.
- 8-2-3 Contest officials are to be knowledgeable of all CYO sport rules and apply competition rules appropriately.
- 8-2-4 Contest officials are to represent the mission, values and philosophy of CYO in their professional attire, presence and interaction with athletes, coaches, staff and spectators.

Section 3 - Site Staff

- 8-3-1 The Site Director must submit a Site Director Application form to the diocese administration. Each person who will serve as a site director must submit an application. Site Directors appointed by the facility must be at least 21 years old or be approved by the diocese administration.
- 8-3-2 All site staff must complete required background check, Virtus, and scorer/timing/volunteer training.
- 8-3-3 All site staff must read and acknowledge the Diocese of Cleveland, "Policy for the Safety of Children in Matters of Sexual Abuse" and the Diocese of Cleveland, "Standards of Conduct for Ministry" as required.
- 8-3-4 All Site Directors must complete the NFSHA Concussion in Sports – "What You Need to Know" training program and submit the certificate of completion to the diocese administration or member athletic director.
- 8-3-5 All Site Directors must complete state required Lindsey's Law training.

BYLAW 9 - CODE OF CONDUCT

- 9-1-1 CYO is dedicated to fair play and Christian values. All CYO athletes, coaches, parents, spectators, administrators, officials and the greater community are to contribute to the Christian culture of CYO.
- 9-1-2 Athletes are expected to compete within the spirit and letter of the rules. Athletes are to demonstrate good behavior toward opponents, officials and teammates. They are to uphold the dignity of all CYO personnel and be a positive influence on relationships on their team, with opponents, and with officials.
- 9-1-3 Coaches, Officials and Administrators are to conduct themselves in a Christian manner that will be a credit to the CYO program. They are to administer the program within the spirit and letter of the rules and demonstrate good behavior toward athletes, opponents, officials and administrators at all CYO venues. They will respect the dignity of every athlete and be a positive influence throughout the season.
- 9-1-4 Parents and Spectators are to be Christian role models for the athletes and other spectators. They are to conduct themselves in a Christian manner and remain in the spectator area at all sporting events. They must abide by the decisions made by site directors, officials and coaches. They may not make derogatory comments or act in an abusive manner toward athletes, coaches, officials, administrators or fans. Any parent of spectator who enters into the playing contest space will be subject to disciplinary action.
- 9-1-5 Bad conduct issues are not expected in the Diocese of Cleveland CYO. If any of the following conduct issues occurs, consequences will be assessed that include the following:
- A. Athletes, coaches, parents, or fans who display conduct contrary to the values and philosophy of CYO will be asked to leave the competition or event by the officials, coach, site director or CYO personnel. There may be additional consequences and disciplinary actions for those individuals.
 - B. Athletes, coaches, parents, or fans who are removed from an athletic event are automatically barred from attending the next scheduled competition for that team. The individual must meet with the member administrator about the incident and obtain a signed letter from the member administrator requesting CYO diocesan administration to permit the individual to attend future competitions.
 - C. Athletes, coaches, parents, or fans that are removed from an event for a second time are not permitted to attend any competitions for the remainder of the season. The individual must meet with the member administrator about the incident and obtain a signed letter from the member administrator requesting the diocesan administration to permit the individual to attend events in the subsequent season.
 - D. Coaches removed from an event for the second time in the same season will surrender their coach's credential to the site director or member administration immediately. These individuals must attend a Coaches Development Program and meet with the member administrator and obtain a signed letter requesting the CYO diocesan administration to permit the individual to coach in the subsequent season.
 - E. A team that accumulates a total of 3 removals/ejections by a coach, athlete or spectator during the same season will be immediately suspended for the remainder of the season and may be subject to further penalties outlined in Bylaw 11.
 - F. Actions by athletes, coaches, parents, or fans that are in conflict with the behavior standards of the Diocese of Cleveland CYO may be assessed consequences as outlined in Bylaw 11, even when the persons involved were not ejected or addressed at the time of the event.
- 9-1-6 General Diocesan Rule on Alcohol, Tobacco and Firearms
- A. Coaches, athletes, managers, statisticians, scorekeepers, 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 from carrying a firearm or deadly weapon at CYO athletic competitions or practice sessions.
 - B. Alcohol, illicit drugs, tobacco products, or firearms and weapons are not permitted anywhere on the premises of a CYO event. Penalty for violation is disqualification from that contest and 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 10 - PENALTIES FOR VIOLATION OF RULES

- 10-1-1 The penalties that are imposed by the diocese administration and/or the member administrator and member athletic director for violation of these rules include, but are not limited to:
- A. No further action
 - B. Warning and/or probation

- C. Assignment to attend further training or to achieve identified tasks as conditions to return
 - D. Forfeiture of playoff or tournament participation privileges
 - E. Forfeiture of game or games
 - F. Temporary or permanent suspension or removal of an athlete, coach, parent or spectator
 - G. Suspension of current/future event sanction privileges
 - H. Suspension of the team for a set number of games or for the season
 - I. Suspension of athletic contests when the relationship between two or more teams has become so quarrelsome and unsportsmanlike as to jeopardize the member and public welfare
 - J. Suspension of the member organization
 - K. Suspension of a coach or individual for an identified period of time, up to and including a lifetime ban from CYO if determined appropriate by CYO administration.
- 10-1-2 CYO administration may assess penalties upon members for violation of these Bylaws according to the nature of the violation. Penalties may include multiple options occurring simultaneously.
- 10-1-3 Any violations at a CYO event that violates civil law will be reported to civil authorities for an investigation and further actions by civil authorities and/or CYO as deemed necessary.

BYLAW 11 - PROTEST, GRIEVANCE AND APPEAL PROCESS

11-1-1 Definitions

- A. A grievance is a written concern or disagreement with the administration of the Catholic Youth Organization athletic program, including eligibility of a participant or conduct of an individual involved in a CYO Competition.
- B. A protest is a written objection directly associated with the sport rules and/or athletic contest. Protests involving disputed calls by game officials will not be considered for appeal. The decisions and interpretations of rules by contest officials are final.

11-1-2 Protest and Grievance Process

- A. Within three (3) days of the incident or before the next scheduled game in the athletic schedule, the initiator of the grievance or protest must submit the issue in writing to the CYO Athletic Director along with a \$50.00 filing fee. The document must be signed by the Member Athletic Director and Member Administrator.
- B. The CYO Athletic Director will notify all parties of interest in the grievance or protest.
- C. The CYO Athletic Director will gather and determine pertinent facts via phone interviews, in-athlete conferences, written reports or other means.
- D. The CYO Athletic Director will issue a written decision resolving the issue.
- E. If the CYO Athletic Director is involved in the grievance or protest, the item will be reviewed by the Assistant Athletic Administrator.

11-1-3 Appeals Process

- A. An appeal of a decision by the CYO Athletic Director related to a protest or grievance must be filed with the Athletic Administrator within five (5) days following the release of the written decision.
- B. An appeal of a decision related to eligibility must be filed with the Athletic Administrator within five (5) days following the release of the oral or written decision.
- C. The initiator of the appeal must submit the issue in writing to the Athletic Administrator along with a \$50.00 filing fee. The Member Athletic Director and Member Administrator must sign the appeal.
- D. The Athletic Administrator will notify parties deemed to have an interest in the grievance or protest.
- E. The Athletic Administrator will gather and determine pertinent facts via phone interviews, in-athlete conferences, written reports or other means.
- F. As part of the final review, the Athletic Administrator may invite the parties involved to present their case to the Athletic Administrator and a Mediation Committee selected by the Athletic Administrator to assist in deciding upon the issue. In this procedure, up to five people directly related to the issue may offer presentations within an identified and equitable time period.
- G. A written decision shall be issued three days after the Athletic Administrator's review.
- H. If the decision of the Athletic Administrator is in favor of the appealing member, the filing fee for the appeal will be refunded.

END OF BYLAWS

The foregoing Charter and Bylaws for the Diocese of Cleveland CYO have been duly promulgated by the Bishop of Cleveland and are effective as of the first day of July, 2020. Any prior bylaws, statues, guidelines, procedures, or similar documents for the governance of the Diocese of Cleveland CYO are hereby entirely suspended and abrogated effective 1 July 2020.

Mr. Vincent Gardiner, JCL
Chancellor

Fr. Don Oleksiak, Diocesan Administrator
Diocese of Cleveland

June 2020



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