

Diocese of Cleveland CYO



Charter and Bylaws 2021-2022



**CATHOLIC
CHARITIES**
Diocese of Cleveland

DIOCESE OF CLEVELAND CYO CHARTER AND BYLAWS 2021-2022

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CYO enters the 2021-2022 program cycle as the COVID-19 Pandemic winds down. 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 CYO Charter & Bylaws requires an annual choice by parishes and schools 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 further the mission of CYO: *CYO inspires 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, Organization and Oversight of CYO diocesan sports programs.
 2. Sports Program Operation - Program personnel who manage sport programs.
 3. Member 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 for team and 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, fair and equitable athletic competition, and risk management;
- F. preventing the exploitation of members, athletes and coaches;
- G. 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 Statement: *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 on their teams and in their families, schools, parishes, and in the world.
- 2-2-3 CYO aims to:
- A. ORGANIZE the CYO structure to provide fair and 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 of CYO;
 - D. OPERATE tournaments and events that demonstrate the mission and values of CYO;
 - E. PARTNER with mission aligned organizations to operate CYO programs with integrity.
- 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 as a significant component of a member's ministry to its young people. CYO athletics therefore requires the members support, leadership, and supervision such a program needs.
- 3-1-2 The development of 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 playing time.
 - C. all athletes have the opportunity to participate at appropriate grade and competition levels.
- 3-1-3 All CYO program leaders are youth ministry leaders acting on behalf of the Catholic Church. They must strive to demonstrate Christ-like behaviors in their actions at all times. Leaders are responsible to teach athletes and parents to understand success as children striving to achieve individual and team goals while learning to respect themselves, teammates, opponents and officials.
- 3-1-4 CYO volunteers are essential and provide time, energy, resources, and expertise. Volunteers must model Catholic values by their behavior. They must 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 CYO programs should contribute to building faith with athletes and are most effective when used to invite, welcome and engage athletes into the life of the Catholic faith community. The dynamic relationship between athletics, family life, and parish life is essential for quality CYO programs.
- 3-1-6 Competition is an opportunity to demonstrate athletic skills in concert with opponents, coaches, officials and fans. Competition in CYO is rooted in striving to bring out the best in both teams. CYO aims to build fellowship between all competitors, coaches, and CYO administration before, during and after competition. This spirit informs how to prepare for, start, finish, and follow through after competition to uphold the dignity of all 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. **CYO is committed to building an environment where all children are valued as having been made in God's image and likeness. There is no place in CYO for structural, institutional, or systemic racism, including racist behavior or racist language. We are compelled to build a Christian community that demonstrates 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 is determined annually. Each May, eligible member and grand-parented members submit a signed membership agreement that identifies the leadership of the Member Administration and states their commitment to follow the letter and spirit of the CYO Charter and Bylaws. **CYO administration will consult annually with the Diocesan Office of Catholic Education to determine the placement of Catholic educational organizations in CYO. CYO offers the following membership categories.**
 - A. **Parish CYO** - A Catholic parish in the Diocese of Cleveland with or without a school.
 - B. **School CYO** - An independent Catholic Educational Institution in the Diocese of Cleveland containing a combination of grades one (1) through twelve (12) that operates outside the authority of a parish. **School CYOs may request a written waiver from CYO Administration seeking permission for eligibility for athlete participation from nearby parishes. Athletes outside of School CYO members may not participate on a school CYO team without written CYO Administration approval.**

C. **HS CYO** - Catholic High Schools in the Diocese of Cleveland.

D. **Unified Parish CYO** – When Catholic parishes request and receive permission from CYO Administration to join with other parishes for a one-year membership term. Unified CYO Members must request written approval from CYO Administration by July 1 of the upcoming program year.

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 who will serve as the official member contact person.
- D. CYO Administration will approve or disapprove the application as submitted or modified.
- E. Once membership has been approved, all new ADs must participate in the 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.
- G. A new membership agreement must be submitted if there is a change in Athletic Director or Member Administrator during the Membership Time Period.

4-3-1 Procedures for Continuing Membership

- A. The Member Administrator must sign and submit the completed membership application form annually by June 18.
- 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 18.

4-5-1 **Unified Members are comprised of Catholic parishes who enter into a one-year agreement as a CYO member organization. Parishes seeking to join a Unified Member must submit a request in writing to CYO Administration no later than July 1. Unified Members will combine all sports for the entire membership period. A Unified Member can only be part of one unification at a time. Contact CYO Administration for further information.**

4-5-2 If the sponsor of a Unified Membership does not offer a specific sport, the Unified Members are obliged to assist with helping the athlete participate according to the individual eligibility policies of Bylaw three (3).

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 CYO Office.

5-1-2 CYO Roles, Relationships, Responsibilities, and Operations

- A. CYO operates in a shared partnership between athletes and families, members, and 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 CYO Charter & Bylaws.

ARTICLE 6 - CYO ADMINISTRATION and GOVERNANCE

6-1-1 CYO 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 and assign Sections for to meet the geographic, administrative and competition needs of the diocesan and member programs. Member Athletic Directors will be informed of their sections in June of each year by CYO Administration. Requests for section placement will be given due consideration. CYO Administration will make the final decision. CYO Football sections are separate and are established based on actual football registrations.**
- D. Review and update the CYO Charter & Bylaws annually in partnership with CYO members.

- E. Determine standards and procedures for determining athlete and coach eligibility and team placement.
 - F. Determine sport options, set sport rules, and identify site operation standards for every sport.
 - G. Organize coaches' meetings and trainings for coaches and CYO leaders.
 - H. Provide support resources and services for member organizations.
 - I. Perform random audits virtually and in person to review DIOCESE OF CLEVELAND CYO PRE-PARTICIPATION FORMS, Emergency Forms, and essential documentation in hard or electronic copies.
- 6-1-2 CYO Administration is responsible to manage the finances of the CYO program at the diocesan level. Responsibilities include but are not limited to the following:
- A. Follow financial administrative processes and administer the CYO budget according to Catholic Charities Finance Office operations requirements.
 - B. Set CYO program and administrative fees for programs and services.
 - C. Administer the Bishop Roger Gries Good Shepherd Fund to provide resources and grants to support CYO program operations.
 - D. Form external partnerships with organizations that align with the CYO mission and values to provide benefits and resources to CYO members.
 - E. May organize and implement fundraising for dedicated purposes or projects.
 - F. Responsible to coordinate special events as identified.
- 6-1-3 CYO Administration is responsible for management of 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. This includes establishing staff and volunteer training systems to assure quality program operations.
- 6-1-4 CYO Administration is responsible for management of 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 program operations.
- 6-1-5 CYO Administration is responsible for management of communications at the diocesan level.
- A. Use multiple communication forums and platforms to communicate with all members in a timely manner.
 - B. Convene Member Athletic Directors in person or virtually for two CYO Conferences, in June and January, for the purpose of program review, dialog, professional development, and networking.
 - C. Coordinate the work of 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 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.

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.
- 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 member program. The Member Administrator chooses and authorizes only one (1) person as the member AD to act on their behalf. The Member Administrator may not serve as the Member Athletic Director. Duties include:
 1. administering the Charter and Bylaws for the member;
 2. acting as the final authority related to Member internal athletic issues;
 3. assuring that all financial obligations and payments are made with transparency and accountability;
 4. reviewing and approving appeals and special requests made to the CYO Administration;
 5. supervising the Member AD's performance to assure there are no conflict of interests related to the roles of persons or for the operation of the Member CYO program;

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. establishing and administering a formal process for handling internal member grievances and impose penalties and disciplinary action when violations occur;
 9. 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 and authoritative liaison with diocesan CYO Administration on behalf of the Member Administrator. 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 Member program according to the CYO Charter & 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 program. The Member AD may not coach in another CYO Member program in which both programs have the same sport, due to a conflict of interest. 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, 2021. It is the duty of the Member AD to oversee the following areas:
1. **Registration and Eligibility – The Member AD is required to offer registration for all CYO sports in all seasons, whether or not the Member intends to have a team in every sport. This follows eligibility standards for fair and equitable competition among and between all CYO Members.**
 2. When a CYO Member has enough children to field their own team, the Member is strongly encouraged to do so. ADs may contact CYO Administration for assistance when adding a sport to their program.
 - a. Organize and maintain electronic and/or physical records on Member campus for Eligibility Rosters; Team Entry 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 Diocese of Cleveland CYO administration.
 3. 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.
 4. Volunteer and Personnel Management
 - a. Recruit, screen, train, supervise, and evaluate all CYO volunteers and coaches.
 - b. Set up a volunteer management system.
 5. Sport Program and Tournament Operations
 - a. Coordinate practice schedules, team composition, tournament or event participation, and program logistics according to the CYO Charter & Bylaws.
 - b. Assure that all practices, games, sanctioned events and competitions have appropriate adult supervision according to the standards of CYO.
 6. Direct, sponsor and coordinate all Site and Equipment Management - Order, distribute, and collect uniforms and equipment and assess safety and suitability for use.
 7. Communications
 - a. Communicate CYO information to parents, athletes, coaches, staff, etc. in a timely manner.
 - b. Communicate diocese administration program information via internal communications channels.
 8. Safety and Risk Management
 - a. Check facility for safe use for athletes and teams; organize preventive and responsive protocols for injuries and/or incidents at practices and games.
 - b. Follow CYO Administration safety protocols related to the current program year.
 - c. **Complete and submit CYO Incident Reports on-line within 48 hours of an incident. Incident Reports will only be officially recognized when the incident report form has been completed on-line.**
 - d. Review program operation to promote player safety.
 - e. Complete CYO Facility Inspection Form as required to promote facility safety.

- 9. Fundraising and Event Coordination
 - a. Organize and implement fundraising events.
 - b. Coordinate special CYO events.
- C. The Member Administrator may appoint the following Assistant Member Athletic Director positions:
 1. Grade School Assistant Athletic Director – Responsible for the administration of the Charter & Bylaws to the grade school teams and sports sponsored.
 2. High School Assistant Athletic Director – Responsible for the administration of the Charter & Bylaws for the high school teams and sports sponsored.
 3. Assistant Athletic Director/s – Responsible for the administration of the CBL by grade school and high school teams or by grade, gender, season or specific sport.

7-1-2 Parish CYO - Organizational Chart



7-1-3 School CYO – Organizational Chart



ARTICLE 8 - AMENDMENTS TO THE CHARTER and BYLAWS

- 8-1-1 Changes to the Charter & Bylaws may be proposed by Members, Administration, or Diocesan leadership.
 - A. Proposed changes will be vetted by CYO Administration.
 - 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 Charter & Bylaws may be amended during the program year by CYO Administration according to need

END OF CHARTER

BYLAWS FOR THE DIOCESE OF CLEVELAND CYO

BYLAW 1 - COVERAGE

Section 1 - Application of Bylaws and Sports Regulations

- 1-1-1 The CYO Bylaws and Sports Regulations apply to all athletes in CYO athletic programs and includes 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 CYO Teams may not use their CYO team name or wear CYO uniforms to compete in any non-CYO youth sports program or competition outside of Member programs and Diocesan CYO programs.
- 1-2-3 CYO Members may not use any CYO administrative or registration processes (virtual or in-person), promotional materials, or program resources to facilitate Member children to participate in non-CYO programs.
- 1-2-4 All competitions involving CYO teams shall be conducted using the CYO approved contest rules. Changes in sport rules are not permitted unless approved in advance by CYO diocesan administration.
- 1-2-5 An athlete 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, Coach Pitch 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 and Girls Volleyball, Girls High School Volleyball, and High School Co-ed Volleyball are recognized sports. Sports may be added or removed by CYO administration.

BYLAW 2 - COACHES

- 2-1-1 The CYO Coach is 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 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 contest scheduling privileges are given 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 own CYO credentials to all contests; if a team is found to have been coached in a contest by an individual who has not completed the CYO Coaches Development Program, that contest will be forfeited.
- C. participate in the annual pre-season coach's meetings and mandatory trainings in person or virtually when available. 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 and/or Level III course and the “Heads Up” certification to have a current and recognized CYO football coaching credential.

- D. teach the rules of the sport and the proper skills, techniques, strategies, and tactics for the 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;

2-4-2 CYO Team Practice Protocols

- A. A registered coach or Member Athletic Director, age 19 or older, and be present at all scheduled practices, games and team events;
- B. 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. The woman need not be a certified CYO coach.
- C. 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; The man need not be a certified CYO coach.
- D. 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 coaching change during the season, the member Athletic Director is required to inform CYO administration in writing to report the change.
- D. Persons not registered with the CYO Athletic Office may not coach, represent a team, sit on the team bench or be in the competition area during an athletic contest.
- E. Coaches may only wear their own coaches’ credential which must be worn visibly 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 Diocese of Cleveland, “Policy for the Safety of Children in Matters of Sexual Abuse.”
- B. Read and acknowledged 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 background check.
- G. Complete the Concussion in Sports: “What You Need to Know” on-line training.
- H. Complete the state required Lindsey’s Law on-line training.
- 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 The CYO Member agrees to implement and uphold the eligibility standards that determine who may 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 and as many teams as possible. CYO Administration retains the right and responsibility to make final eligibility decisions based on the CYO Charter and Bylaws.

3-1-2 Every athlete eligible to participate in CYO must first register in their own CYO Member Program. Every CYO Member Program must operate their own athlete registration process for every CYO team sport. Team placement for CYO Members who do not have teams registered for specific sports will be determined by CYO central administration according to the Charter and Bylaws.

3-1-3 All grade school and high school athletes are eligible to participate on the teams of a CYO Member 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 they will participate for the year. When a clear declaration is not made, the Member for whom the athlete first participates will be designated for the entire year.
2. If a child attends a Catholic school that has a CYO program, the child must play on the team where they attend school.
3. If the parent/s have been registered at a Catholic parish for at least sixty (60) days. The athlete is eligible to participate in CYO parish programs only sixty (60) days after officially registering as parish members. The child may not participate in practices, scrimmages, or games until after the sixty (60) day period.
 - a. When parents have moved into the Diocese of Cleveland from outside the diocese, the sixty (60) day waiting period may be waived with a written request from the member AD and upon receiving written approval from CYO Administration.
 - b. When parents change residence within the Diocese of Cleveland that changes their parish membership, the sixty (60) day waiting period may be waived with a written request from the Member AD and upon receiving written approval from CYO Administration.
 - c. The athlete is enrolled and regularly attends the sponsor's PSR or RCIA in the current program year.
 - d. If an athlete's parish or school sponsors a team in a particular sport, the athlete is eligible to participate only on their Member team and is not permitted to play elsewhere.
4. If an athlete moves within the Diocese of Cleveland, they have the option to play with the previous Member's team or with the new Member's team, with approval from CYO administration.

3-1-4 If an athlete's disability, as defined by 42 USC Section 12102 (ADA), has contributed significantly to the athlete's inability to participate, the CYO administration will determine the athlete's eligibility and placement.

3-1-5 If an athlete has repeated any grade, CYO Administration will determine the athlete's eligibility and placement.

3-1-6 If a Parish CYO or School CYO does not have enough athletes to field a team, eligible athletes may compete:

- A. for another CYO Member within their designated CYO section only.
- B. CYO Administration will organize Football sections annually based on Member input, participation data, and current year projections. Athletes are only eligible to play on teams within their assigned football sections.

3-1-7 Eligibility guidelines for individual sports will be identified in the sport specific rules.

Section 2 - Competition Division Grade and Age Limitations

3-2-1 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 may be on teams comprised of grades 1-3; 3-5; or 5-8. See Cheer sport specific rules for details.

3-2-2 Athletes are eligible to participate according to the sports and age ranges available.

3-2-3 The division a team enters is determined by the oldest member of that team.

Section 3 - Recruiting

3-3-1 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.

BYLAW 4 - GENERAL RULES

Section 1- Classification of Members & Teams

- 4-1-1 All Members must be classified and named according to the sponsoring Member.
- 4-1-2 Teams competing in CYO grades 3 -5 will be placed by CYO Central Administration 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 children and as many registered teams as possible;
 - B. Team placement will consider travel time of 30 minutes or less as the highest priority whenever possible.
- 4-1-3 Teams competing in CYO grades 6-8 will be placed by CYO Central Administration 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 children and as many registered teams as possible;
 - B. The goal is to place teams in conferences where they will contribute to competitive balance and will have fewer experiences of playing in a blow-out contest;
 - C. Number of teams registered for the sport and grade levels of that sport;
 - D. Travel time of 30 minutes or less as a priority whenever possible. Travel time is a lesser priority in grades 6-8 than in lower grades. Travel time 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 (basketball);
 - 4. sanctioned tournament performances;
 - 5. CYO Staff input;
 - F. 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;
 - G. 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;
 - H. Final decisions on team placement in all CYO sports are the responsibility of CYO Administration.

Section 2 - Player Participation

- 4-2-1 The CYO philosophy aims to have all athletes participate in competitions at all divisions of play to receive the physical, mental, and spiritual benefits of 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. In these cases, the coach must inform the Site Director and the opposing coach of the athlete's 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 CYO team may participate on other non-CYO teams in the same sport during that sport season.
- 4-2-5 Athletes must make their CYO team participation a priority over their membership on travel teams or city Recreation Department teams. CYO will not move or reschedule games to accommodate CYO teams with player or coach schedule conflicts due to schedules in other programs.

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.

G. CYO teams are not permitted to play in tournaments/contests with non-member teams.

4-3-2 Practices, open gym times or player assessments with coaches, commissioners, or Athletic Directors present are not permitted prior to the published season start dates.

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 members are required to follow game limits to reduce the risk of athlete injury.

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 attend 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 re-attend 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 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, athletes, parents and guardians. Equipment must be properly fitted, conditioned with 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 with the registered sponsor team name 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 organizations, Catholic high schools, colleges or community centers that wish 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 requirements contained in the CYO Site 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 getting charged a \$100 late fee and not being permitted to sponsor another event for 365 days from the date the completion report was due.
- D. Sanctioned events must be completed by the end of the CYO regular season to prevent scheduling and facility availability related conflicts.

BYLAW 5 - TEAM ENTRY AND ELIGIBILITY ROSTER REQUIREMENTS

5-1-1 In order to provide the best possible experience for athletes, CYO Members 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 a critical responsibility of the Member Athletic Director. If the Member Administration fails to complete all aspects of the team entry process, they contribute to circumstances that may be detrimental to the experiences of the athlete. The Member Administration must fulfill the following responsibilities for 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 by August 1 before the school year starts. See Bylaw 3-3-1 for the description of leagues.
 - B. May not include any athletes who do not meet CYO eligibility requirements.
 - C. Provide accurate team member information and submit by the team entry deadline.
 - D. Provide current and accurate head coach contact information by the team entry deadline.
 - E. Submit team entry fees payment to the diocese administration by the published deadline or pay late fee.
 - F. 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. ADs 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 blackout 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, and Catechetical Sessions;
 - B. School academic events for athletes – Science Fair, and Music and Writing Competitions;
 - C. School other events for athletes – such as Plays, Socials, and Field trips;
 - D. Coach related conflicts – such as specific family events;
 - 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. Determine and communicate acceptance or rejection of a team entry based on the CYO Charter & Bylaws.
 - C. Communicate the dates, locations, and virtual access to meetings for all registered coaches.
 - D. 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 are provided within the team entry period.
 - E. Communicate to Member Administration when submitted requests cannot be honored.
 - F. 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 an individual athlete 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 ADs at the start of each season. Failing to accurately complete all aspects of the team roster process may contribute to athletes/coaches being declared ineligible to participate. Member Administration is required to do the following when creating rosters:

- A. Create team rosters according to the policies of Bylaw six (6).
- B. At the beginning of the sport season, submit individual rosters for each team the Member sponsors to the CYO Administration in advance of the published deadline.
- C. Enter complete and current information for all athletes, assistant coaches, and head coaches.
- D. Assure that all persons identified as coaches have fulfilled Bylaw Two (2) requirements for coaches.
- E. Once eligibility has been determined according to Bylaw Three (3), enter complete information for all athletes who will be participating on the team throughout the season, including current physical exam information and dates.
- F. Submit completed team rosters containing complete, current coach and athlete information to CYO Administration no later than 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 for 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.
- 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 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 from their original roster to field a team, Guest Players may be used. The Guest Player:
 - 1. must be currently rostered on a CYO team and cannot be used in CYO sanctioned events, playoffs or championships;
 - 2. can play on a higher division team (i.e. a 6th grader can play on a 7th grade team); or within the same division if athlete meets the grade restrictions of the team;
 - 3. cannot play on a lower division team (i.e. a 6th grader cannot play on a 5th grade team);
 - 4. may be moved for no more than two (2) games during the season; (rotate guest players);
 - 5. See sport specific rules for further information.

Section 4 – DIOCESE OF CLEVELAND CYO PRE-PARTICIPATION FORMS and Medical Expenses/Insurance

- 5-4-1 Each athlete on a CYO team roster must complete a DIOCESE OF CLEVELAND CYO PRE-PARTICIPATION FORM in order to participate in practice, scrimmage or competitions. Athletes are ineligible to participate without a completed Pre-participation Form signed by the athlete and the athlete's parent or legal guardian.
- 5-4-2 The DIOCESE OF CLEVELAND CYO PRE-PARTICIPATION FORM must be submitted annually to the Member Administration by each athlete in the Diocese of Cleveland CYO. This form provides demographics, residence, waiver, medical history, emergency authorization information and medical provider's certification of the athletes' physical fitness for participation in CYO. The completed DIOCESE OF CLEVELAND CYO PRE-

PARTICIPATION FORM is valid for thirteen months from the date of the medical provider's signature. Prior to participation in practice or competition, the Athletic Director 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 or legal guardian.
- C. The physical exam section is signed and dated by a Medical Provider.
- D. The DIOCESE OF CLEVELAND CYO PRE-PARTICIPATION FORM is required to be kept on file until the age of majority, age eighteen (18) with the CYO Member Administration.
- E. Rosters must contain current physical exam information at all times. CYO Member organizations are responsible to assure that physical exams are current for participating athletes.
- F. The Member Administration is responsible for archiving the DIOCESE OF CLEVELAND CYO 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 – Athletes must have their own health insurance coverage and all medical and insurance expenses incurred while participating in CYO activities are the sole responsibility of athletes and their parents or legal guardians. The Member Administration and Diocesan 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 Administration and Diocesan Administration assume no responsibility for providing for and the expense of Life, Accident, Medical and Hospitalization insurance. This responsibility is solely that of the athlete's parents and legal guardian.

BYLAW 6 - TEAM AND LEAGUE FORMATION

6-1-1 The goal of team and league formation is to maintain fair and equitable competition with the inclusion and full participation for as many children and as many registered teams as possible. CYO Administration retains the right and responsibility to determine final team and league formation based on the CYO Charter and Bylaws.

6-1-2 CYO Members will strive to achieve high standards when forming teams. Team formation aims to provide the best opportunities for athlete development through their multiple years of participation in CYO.

6-1-3 CYO Members will comply with the minimum and maximum number of athletes on a team as identified in the sport specific rules.

Section 2 - Team Membership, Competition, and Gender

6-2-1 Every athlete who fulfills eligibility requirements is entitled to be placed on a Member team when available. Ineligible athletes may not be placed on a team or participate in any team practices, scrimmages, or games.

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 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. 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 athletes during the season.
 - 5. Final rosters are approved by the member Athletic Director prior to announcement of team placement.
 - 6. The member Athletic Director 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 athletes during the season.
 6. Final rosters are approved by the member Athletic Director prior to announcement of team placement.
 7. The Member Athletic Director makes the final announcement in a manner that is consistent to the level of dignity and respect owed to every person.

6-3-3 9th, 10th, 11th and 12th Grade Divisions

- A. CYO Members may form teams in these divisions providing that the Member takes full responsibility for the support and supervision of the team according to CYO Charter and Bylaws procedures and policies.
- B. Members sponsoring HS teams must advertise their program within the parish/school and must accept any athlete from their own organization who registers to play before accepting athletes from other Members.
- 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 teams from the same CYO Member from playing 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 Administration 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 athletes and as many teams 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 blow-out contest.
- C. The number of teams registered for the sport and grade levels of that sport.
- D. Team conference placement will consider the priority of travel time to games of 30 minutes or less when possible. Travel time is a lesser priority in grades 6-8 and 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 (basketball);
 4. sanctioned tournament performances;
 5. CYO Staff input.
- F. Member Athletic Directors may petition CYO Administration to request a team to be moved up or down by the established deadline.
- 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 facility 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 – PRE-SEASON MEETINGS

7-1-1 Each Member is required to hold a mandatory pre-season 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 Coaches meeting are available from CYO Administration.

7-1-2 Each Member is required to hold a mandatory pre-season 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 Diocesan 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 CYO Administration.

8-1-2 Sanctioned Event sponsors shall assign certified Officials to event competitions. All contest Officials assigned to sanctioned event competitions must be certified by an organization approved by CYO 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 Diocesan 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 Diocesan 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 NFHS Concussion in Sports – "What You Need to Know" training program and submit the certificate of completion to the Diocesan 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 behaviors. All CYO athletes, coaches, parents, spectators, administrators, officials and the greater community are required 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 to be a positive influence on relationships with 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 act as Christian role models. They must remain in the spectator area and may not enter the playing or coaching areas. Any parent/spectator who enters into the playing contest space is subject to disciplinary action. They must follow decisions made by site directors and officials. They may not make abusive or demeaning comments or act in an abusive manner toward officials, athletes, coaches, administrators or fans.
- 9-1-5 Bad conduct issues are not expected in the Diocese of Cleveland CYO. If any of the following conduct issues occur, consequences will be assessed that include the following:
- A. Athletes, coaches, parents, or fans who yell at officials, insult others, or display conduct contrary to the Christian values of CYO will be asked to leave the event by CYO Personnel or Officials. Persons asked to leave must comply by immediately departing. 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 three (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 10.
 - 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 10, even when the persons involved were not ejected or addressed at the time of the event.
 - G. Athletes, coaches, parents, or fans may not post anything on social media or virtually that demeans the dignity of other children or CYO programs. Violations are subject to the penalties listed in Bylaw ten (10). We all share a responsibility and a commitment to uphold the dignity of every person in CYO.
- 9-1-6 General Diocesan Rule on Alcohol, Tobacco and Firearms
- A. Coaches, athletes, spectators, site personnel, commissioners and contest officials in CYO athletic programs are prohibited from using any form of alcohol, illicit drugs, tobacco products, or from carrying a firearm or deadly weapon at CYO athletic competitions, practices, or events.
 - 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 CYO Administration requires the CYO Member to take action and assess penalties at the Member level when behavior violations occur. CYO Administration may also assess penalties or a combination of penalties at the same time or later to Member programs or individuals that include, but are not limited to the following:
- 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, tournament, or sanctioned event participation privileges;
 - E. forfeiture of game or games;
 - F. temporary or permanent suspension or removal of an athlete, coach, Athletic Director, parent or spectator;
 - G. suspension of current/future privileges to participate in or host CYO sanctioned events;
 - 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 violate 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 an athlete 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, the initiator of the grievance/protest must submit the issue in writing to the CYO Athletic Administrator along with a \$50.00 filing fee. The document must be signed by the Member Athletic Director and Member Administrator.
- B. The CYO Athletic Administrator will notify all parties of interest in the grievance or protest.
- C. The CYO Athletic Administrator will gather and determine pertinent facts via phone interviews, consultations, written reports or other means. The CYO Athletic Administrator may convene a small group of persons with CYO experience and expertise to recommend a response to the grievance.
- D. The CYO Athletic Administrator will issue a written decision resolving the issue.
- E. If the CYO Athletic Administrator is involved in the grievance, it will be reviewed by the CYO Director.

11-1-3 Appeals Process

- A. An appeal of a decision by the CYO Athletic Administrator related to a protest or grievance must be filed with the CYO 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 CYO 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 CYO Athletic Administrator along with a \$50.00 filing fee. The Member Athletic Director and Member Administrator must sign the appeal.
- D. The CYO Athletic Administrator will notify parties deemed to have an interest in the grievance or protest.
- E. The CYO Athletic Administrator will gather and determine pertinent facts via phone interviews, consultations, written reports or other means.
- F. As part of the final review, the CYO Athletic Administrator may invite the parties involved to present their case to the CYO Athletic Administrator and a Mediation Committee selected by CYO Administration to assist in deciding upon the issue. In this procedure, no more than three (3) people directly related to the issue may offer presentations within an identified and equitable time period.
- G. A written decision shall be issued no later than three (3) days after the Athletic Administrator's review.
- H. If the Athletic Administrator's decision is in favor of the appealing member, the filing fee 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 the Diocese of Cleveland and are effective as of the first day of July, 2021. 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 2021.

 Mr. Vincent Gardiner, JCL, Chancellor
 Diocese of Cleveland

 Bishop Edward Charles Malesic, Bishop
 Diocese of Cleveland

June 2021



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