



DIOCESE OF CLEVELAND CYO
SANCTIONED EVENT APPLICATION



DIRECTIONS: Please submit application to the CYO Athletic Office, by email sanctionedeventsapplication@ccdole.org at least [10] ten days prior to the starting date of the event. Only online applications will be permitted. Do NOT email to the staff.

Sponsoring Organization: _____

Title of event: _____

Address: _____
Street Address City Zip

Location[s] of Event: _____

Sport: _____ Gender: BOTH: _____ Boys: _____ Girls: _____

Grades: 8 _____ 7 _____ HS 12 _____ HS 10 _____ Starting Date: _____ Ending Date: _____

Grades: 6 _____ 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ Starting Date: _____ Ending Date: _____

Tournament Entry Fee: \$ _____

Format: Round Robin: _____ Double Elimination: _____ Other: _____

Sanctioned Fee Check # _____ Check from the Member Yes No

Minimum # of guaranteed games per team? _____

Registration link: _____

Public Schedule and Results link: _____

Event Director: _____ Cell Phone#: _____

Email: _____

Address: _____
Street Address City Zip

Member Administrator: _____ Athletic Director: _____

AUTHORIZATION

We attest that all of the information above is accurate. We further attest that all rules, guidelines and regulations of the Diocese of Cleveland CYO Charter and Bylaws, as well as sport specific rules will be followed throughout this event. All signatures required.

Member Administrator Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Event Director Signature: _____ Date: _____

FOR CYO USE ONLY

Date received: _____ Date approved: _____ Date entered: _____

~STAMP~

SANCTIONED #: _____ Authorization: _____ Sec: _____

COMMENTS: _____

CYO inspires young people to know God, to love God, and to serve God through athletics.

SANCTION EVENT GUIDELINES

Application Process

- CYO Members, Parishes, Parish Organizations, Catholic high schools, or Catholic colleges are permitted to sponsor tournaments or competitions with the sanctioning of CYO.
- Sponsoring organizations submit a Sanctioned Event Application to sanctionedeventsapplication@ccdocle.org at least [10] ten days before the Tournament or Competition begins.
- A Fee of \$70 must be sent to Diocese of Cleveland CYO, Sanctioned Event, 7911 Detroit Ave., Cleveland, 44102
- The sponsor is notified if issues need resolved, prior to approval.
- When CYO approval is given, the event is listed on the CYO website Sanctioned Event section and advertising is permitted. Advertising is NOT permitted before the event is approved.
- The sponsor receives a Sanctioned Event Packet with guidelines, the Event Certificate for posting, a current list of events, sport specific rules and the Sanctioned Event Completion Report.
- Prior to the start of the Tournament/Competition, the sponsor needs to provide the list of participating teams [by coach] and the tournament link or a copy of the schedule.
- The Event Director accepts the responsibility of being familiar with and enforcing the CYO Charter & Bylaws and CYO sport specific rules.

Participation in Sanctioned Events

- Participation in Sanctioned Events is limited to Diocese of Cleveland CYO and other Diocesan CYO teams.
- The Event Director is required to collect official CYO Rosters from each team participating in the event.
- Teams are to be registered under the head coach as listed in Sports Pilot.
- Only the players registered on the official CYO roster are eligible to participate for that specific team. Players and teams cannot be combined to enter a Sanctioned Event. **NO GUEST PLAYERS CAN BE USED UNDER ANY EXCEPTION. PENALTY FOR ALLOWING TEAMS TO USE A GUEST PLAYER RESULTS IN REVOKING PRIVILEGES TO HOST ANY SANCTION EVENT FOR ONE YEAR.**

Time Limitations

- Sanctioned events can only be held during the official CYO calendar sport specific dates. See sport specific planner. Events must be completed by the official CYO Sanctioned Event date for that sport.
- Sanctioned Event game schedules must comply with the time limitations noted in CYO Bylaws.
- All SE must comply with the number of events and the per day/week limit as listed in the sports specific rules.
- Scheduled CYO games have priority over Sanctioned Events, and will not be rescheduled for any Sanctioned Event conflict. The Event Director is responsible for rescheduling any contests that conflict with CYO scheduled events. GAMES MUST BE SCHEDULED WITHIN THE SANCTION EVENT SEASON OPEN AND CLOSES. NO EXCEPTIONS. SEE PLANNER FOR DATES. **PENALTY FOR PLAYING GAMES OUTSIDE THE SE SEASON FOR THAT SPORT RESULTS IN REVOKING PRIVILEGES TO HOST ANY SANCTION EVENT FOR ONE YEAR.**
- Refer to the CYO Bylaws, Athletic Calendar and sport specific rules on the website.

Officials and Site Staff

- The Sanctioned Event sponsor is responsible for the assignment of officials. All contest officials must be certified by an organization approved by the CYO Athletic Administration. **Site staff including site directors, scorers and timers must be trained in accordance to CYO policies and procedures.**

Procedures

- If a player, coach or spectator is ejected from a contest, the police or EMS were called, the Event Director must submit the incident online only at the CYO Incident Report Form within 24 hours. Events not reporting incidents will be denied to host a sanctioned events for 1 year.
- In the sport of Basketball, tournaments with 7th and/or 8th grade entrants MUST provide game scores to CYO by the requested date.
- Within 10 days of completing the event, the Event Director is required to submit a Sanctioned Event Completion Report and provide a complete copy of brackets/results to the CYO Administration. If a scheduling program service is used and the link has been previously provided, only page 1 of the Completion Report needs to be completed.
- Penalty for noncompliance to any of these terms results in inability to sponsor events for one calendar year.

***I have read, understand, and agree to the terms of the Sanctioned Event Application Guidelines.
Any violation of these guidelines are subject to immediate suspension of the event.***

EVENT DIRECTOR: _____ CELL NUMBER _____ DATE: _____