



**Diocese of
Cleveland
CYO**

2024



**Team and Athlete
Registration
Information**



FALL SPORTS SPORTPILOT LEAGUES REFERENCE FOR TEAM REGISTRATION

Cheer

1 Program

4 Leagues

2nd Grade – 1st & 2nd Graders Eligible

4th Grade – 1st-4th Graders Eligible

6th Grade – 3rd-6th Graders Eligible

8th Grade – 5th-8th Graders Eligible

Cross Country

2 Programs

Cross Country – Boys 2024

Cross Country – Girls 2024

Each Program has 2 leagues

1st-3rd Grade – 1st-3rd Graders Eligible

4th-8th Grade – 4th-8th Graders Eligible

Flag Football

1 Program

4 Leagues

1st Grade – 1st Graders Eligible

2nd Grade – 1st & 2nd Graders Eligible

3rd Grade – 2nd & 3rd Graders Eligible

4th Grade – 3rd & 4th Graders Eligible

Rookie Tackle

1 Program

2 Leagues

5th Grade – 5th Graders Eligible

6th Grade – 5th & 6th Graders Eligible

Tackle Football

1 Program

3 Leagues

7th & 8th – 7th & 8th Graders Eligible

8th Grade – 8th Graders Eligible

7th Grade – 7th Graders Eligible



Soccer

1 Program

8 leagues (4 grade levels, 2 genders)

1st & 2nd Grade Coed

4th Grade – 3rd - 4th Graders Eligible

6th Grade – 5th- 6th Graders Eligible

8th Grade – 6th- 8th Graders Eligible

Volleyball

1 Program

8 leagues

1st Grade – 1st Graders Eligible

2nd Grade – 2nd Graders Eligible

3rd Grade – 2nd & 3rd Graders Eligible

4th Grade – 3rd & 4th Graders Eligible

5th Grade – 4th & 5th Graders Eligible

6th Grade – 4th-6th Graders Eligible

7th Grade – 5th-7th Graders Eligible

8th Grade – 6th-8th Grader Eligible

8th Grade Select – 6th-8th Graders Eligible

Allow Team to self-select into higher level of Competition.

Volleyball – High School

1 Program

2 leagues

12th Grade – 9th-12th Graders Eligible

10th Grade – 9th-10th Grader Eligible



Members Who Sync with SportsPilot

Member

105506 St. Joseph Avon Lake Ohio - CYO
105731 Holy Trinity CYO
105738 Our Lady of the Lake
105741 St. Gabriel CYO
105856 St. Justin Martyr CYO
105893 St. Michael Athletic Association CYO
105939 St. Mary Avon Athletics
106012 St. Marys Athletic Commission CYO (Berea)
106030 St. Columbkille Athletics CYO
106042 Holy Family CYO (Parma)
106084 St. Bernadette Westlake CYO
106099 Ss. Robert & William School CYO
106156 St. Raphael CYO
106169 St. John Vianney CYO
106199 St. Christopher CYO
106204 St. Mary of the Assumption CYO
106247 St. Rita Boosters CYO
106254 St. Barnabas CYO
106269 St. Paschal Baylon Athletic Association CYO
106272 St. Brendan
106275 Seton Athletic Association CYO
106281 St. Mark Athletic Association
106283 St. Angela Merici CYO
106284 St. Francis de Sales - Akron CYO
106285 Immaculate Heart of Mary CYO
106286 St. Josephs Athletic Association CYO
(Amherst)
106694 St. Mary – Chardon

Member

106291 Sacred Heart of Jesus CYO - CLE
106299 Mater Dei Academy CYO
106329 Corpus Christi Academy
106381 St. Basil Athletic Association CYO
106409 St. Hilary Athletic Association CYO
106423 St. Mary of the Falls CYO
106429 Saint Joseph School CYO
106435 St. Peter Athletic Association (CYO)
(Lorain)
106437 St. Jude CYO
106465 St. Albert the Great CYO
106519 Sacred Heart of Jesus Wadsworth CYO
106561 St. Vincent de Paul (Akron) CYO - CLE
106564 St. Peter N Ridgeville - CLE CYO
106573 St. Francis Xavier CYO - CLE
106604 Saint Anthony of Padua Athletic Assoc.
(Parma)
106607 St. Mary Elyria CLE CYO
106612 Assumption Athletics CLE-CYO
106624 Holy Family Stow Ohio
106635 Our Lady of Angels Athletics
106646 St. Sebastian Athletics
106654 St. Helen Parish Newbury CLE CYO
106656 St. Benedict School Athletics
106665 CYO St. Mary Parish - Hudson
106668 St. Colette
106671 Saint Ambrose Athletic Boosters
106689 Saint Anselm Athletic Association

COMMON ERRORS IN TEAM AND ATHLETE REGISTRATIONS

MANUAL TEAM REGISTRATION (NON SYNC)

- **Not entering Team Registrations by the CYO season published deadline.** Athletic Directors must be aware of the CYO season early and late registration deadlines. All teams need to be entered by that date. CYO staff begin creating conferencing and scheduling immediately after the team registration deadline date.
- **Not using correct Athletic Director profile to register teams.** Be sure to use the correct username and password CYO assigned you. Current year ends in 2025 (i.e. **Joe Smith AD2025**). **If the correct profile is not used, you cannot access your CYO fee summary report in SportsPilot.**
- **Overwriting the Athletic Director profile.** When registering teams, the Athletic Director is tied to every team registration. **Do not overwrite this section with a coach's information when you register.** Your member Athletic Director is correct here. Make sure the role is selected as Athletic Director and continue registration.
- **Entering miscellaneous data in team registration.** Please do not enter colors, numbers, or other miscellaneous data to the team name i.e. St. Peter – Lorain (Red), St. Michael (1).
- **Creating a team registration without entering the head coach's last name.** Each team registration must be created with the member name and the head coach's last name **Gesu (Jones)**. This identifies the team for scheduling.
- **Not adding the head or assistant coaches' record(s) to the team registration.** After you create the team registration, **you must ADD each coach's data record to your team registration.** You search for them if they coached prior and add them to each team registration. Be sure to edit their coach record to make sure the email and phone numbers are correct. In the drop down, select their role, either Head Coach or Assistant Coach. All required fields must have data entered. Do not enter any made up data. **By adding each of the coaches to each team, they will receive email communications from CYO.**
- **Change of coach after team registration is closed.** If your head coach quits or is replaced after team registration closes, please email Noelia Speringo, Noelia.Speringo@ccdocle.org at CYO with new coach's info (sports, grade) and she will add them to your team record and update the team name St. Peter – Lorain (Smith).
- **Not entering team strength or number of players by grade in each team registration.** Entering team strength in the drop down is required. Be sure to enter the number of players in each grade on the team.
- **Not entering team blackout dates in each team registration. Team conflicts i.e. Confirmation retreat, school trip MUST BE ENTERED as team blackout dates** in the calendar with description note in SportsPilot by the deadline date. (Reference Bylaw 5-2-2 for what parish/school events are honored). No blackouts will be honored after this deadline. Instructions on how to enter these are in the SportsPilot Team Registration Instructions in your binder.

- **Not checking out so that the team registration transfers to CYO.** Once you have completed your teams' registrations, **select Checkout** next so that all of the team registrations you have created transfer to CYO SportsPilot back office.
- **Not printing out the CYO Fee Summary Form and submitting it with your check payment.** Once all of your teams' registrations are completed, be sure to go to your member Athletic Director Profile, **select REPORTS** on the left, **and select the CYO Fee Summary Form.** This form details the summary of all your sports team registrations (and individual fees for Track and Cross Country athletes). This must be printed and submitted with your check payment before the CYO team registration published deadline.

MANUAL ATHLETE REGISTRATION (NON-SYNC)

- **From your Athletic Director record, select your registered team in history, select "Register team members" to add athletes to each team.** All athletes playing on each team must be added to the team registration by the published deadline.
- **Not adding athletes into team registrations by the published CYO roster deadline.** Athletic Directors must be aware of the CYO season *published roster deadline. All athletes must be entered into SportsPilot by that date. This will ensure you do not have any ineligible players.
- **Not using the Search Feature.** Remember to use the search feature if they have played for you before. Select them from the list.
- **Entering a boy into girls' program or girls into boys' program.** When adding athletes to teams, be sure to check the sport gender to ensure entries are for correct sport gender.
- **Incomplete athlete information in record.** Accurate athlete information must be entered into their SportsPilot record. All required fields* must have data entered. Do not enter any made up data. **Reference Athlete Data Form in packet which details all of the information needed for an athlete.**
- **Not updating athlete's Grade.** This is important due to sports grade eligibility. This must be updated each season in SportsPilot.
- **Not updating athlete's parent/guardian information.** This information needs to be updated in each child's record in SportsPilot so parents can be reached, especially in case of emergency.
- **Not entering each athlete's current physical exam date in their record in SportsPilot.** Physicals are a requirement and are good for 13 months. This information needs to be entered and updated in each child's athlete record each season.
- **Not printing out your sport team rosters to ensure that all of your sports teams' athletes are accounted for in SportsPilot registration.** It is the Athletic Director's responsibility to ensure that all member athletes playing on their sports teams are entered in SportsPilot team rosters. The Athletic Director must print out all of the season's sports teams' rosters and give them to the head coaches to help them verify all athletes are accounted for before the published roster deadline. (Reference Team Registration Instructions in your binder on how to print out team rosters.)

SYNC TEAM REGISTRATION

(Members contract directly with SportsPilot – have parent registration)

- **Not using correct Athletic Director profile to register teams.** Be sure to use the correct username and password CYO assigned you. Current year ends in 2025 (i.e. **Joe Smith AD2025**). Teams will not sync if your parish/school Athletic Director record 2025 is not assigned to each team. **If the correct profile is not used, you cannot access your CYO fee summary report in SportsPilot.** Sync members will have a username and password for their back office and syncing.
- **Overwriting the Athletic Director profile.** When registering teams, the Athletic Director is tied to every team registration. **Do not overwrite this section with a coach's information when you register.** Your member Athletic Director is correct here. Make sure the role is selected as Athletic Director and continue registration.
- **You cannot Sync a Team Name *Unassigned.** Each team name must be created correctly.
- **You must type your parish/school name exactly as it appears in the CYO schools list.** It is very important to have your member name correctly entered in team registration.
- **Entering miscellaneous data in team registration.** Please do not enter colors, numbers, or other miscellaneous data to the team name i.e. St. Peter – Lorain (Red), St. Michael (1).
- **When creating team registration not entering head coach's last name.** Each team registration must be created with the member name and the head coach's last name **Gesu (Jones)**. This identifies the team for scheduling.
- **Not adding the head or assistant coaches to the team registration.** After you created the team registration, **you must ADD each coach's data record to your team registration.** You search for them if they coached prior and add them to each team registration. Be sure to edit their coach record to make sure email and phone numbers are correct. In the drop down, select their role, either Head Coach or Assistant Coach. **By adding each of the coaches to each team, they will receive email communications from CYO.**
- **Change of coach after team registration is closed.** If your head coach quits or is replaced after team registration closes, please email Noelia Speringo, Noelia.Speringo@ccdocle.org at CYO with new coaches info (sports, grade) and she will add them to your team record and update the team name St. Peter – Lorain (Smith).
- **Very important: Not unchecking the Team box in your member sync portal when you sync your athletes.** If this is not done, your sports registration for that season will be completely duplicated in the CYO system.
- **Not following sync instructions correctly from Origin to Source.** Sync instructions must be followed exactly or your data will not come over to CYO correctly. **Reference the SportsPilot Sync Team and Athlete Registration Instructions in your binder.**
- **Not entering team strength or number of players by grade in each team registration.** Entering team strength in the drop down is required. Be sure to enter the number of players in each grade on the team. You can manage Team Strength and Blackouts in the same portal, and add same blackout for all teams at one time.


- **Not entering team blackout dates in each team registration. Team conflicts i.e. Confirmation retreat, school trip MUST BE ENTERED as team blackout dates** in the calendar with a description note in SportsPilot. (Reference Bylaw 5-2-2 for what parish/school events are honored). **Instructions on how to enter these are in the SportsPilot Team Registration Instructions in your binder.**
- **Not selecting the SYNC button when all of your team registrations are set up in your member sync portal so that the team registration transfers to CYO.** Once you have set up your team registrations in the origin and source sections, followed the sync instructions, and all information is correct, then **select SYNC button** so that all of the team registrations data you have created transfers/syncs to CYO SportsPilot back office.
- **Not printing out the CYO Fee Summary Form and submitting it with your check payment.** Once all of your teams' registrations are completed, be sure to go to your member Athletic Director Profile and **select REPORTS** on the left **and then select the CYO Fee Summary Form.** This form details the summary of all your sports team registrations (and individual fees for Track and Cross Country athletes). This must be printed and submitted with your check payment before the CYO team registration published deadline.

SYNC ATHLETE REGISTRATION

(Members contract directly with SportsPilot – have parent registration)

- **From your Athletic Director record, select your registered team in history, select “Register team members” to add athletes to each team.** All athletes playing on each team must be added to the team registration by the published deadline.
- **Not adding athletes into team registrations by the published CYO roster deadline.** Athletic Directors must be aware of the CYO season published roster deadline. All athletes must be entered into SportsPilot by that date. This will ensure you do not have any ineligible players.
- **Not using the Search Feature.** Remember to use the search feature if they have played for you before. Select them from the list.
- **Entering a boy into girls' program or girls into boys' program.** When adding athletes to teams, be sure to check the sport gender to ensure entries are for correct sport gender.
- **Incomplete athlete information in record.** Accurate athlete information must be entered into their SportsPilot record. All required fields* must have data entered. Do not enter any made up data. Reference Athlete Data Form in packet which details all of the information needed for an athletes).
- **Not updating athlete's Grade.** This is important due to sports grade eligibility. This must be updated each season in SportsPilot.
- **Not updating athlete's parent/guardian information.** This information needs to be updated in each child's record in SportsPilot so parents can be reached, especially in case of emergency.
- **Not entering each athlete's current physical exam date in their record in SportsPilot.** Physicals are a requirement and are good for 13 months. This information needs to be entered and updated in each child's athlete record each season.

- **Not printing out your sport team rosters to ensure that all of your teams' athletes are accounted for in SportsPilot registration.** It is the Athletic Director's responsibility to ensure that all member athletes playing on their sports teams are entered in SportsPilot team rosters. The Athletic Director must print out all of the season's sports teams' rosters and give them to the head coaches to help them verify all athletes are accounted for before the published roster deadline. (Reference Team Registration Instructions in your binder on how to print out team rosters.)

| | | | | | |
|---|-----------------------------|------------|------------------------|---------------------|------------------------|
|  | CYO Fee Summary Form | 5/29/2024 | | | |
| Season: Spring | Year: 2024 | | | | |
| Due Date: March 07, 2024 | | | | | |
| THIS COMPLETED FORM MUST BE RETURNED WITH YOUR PAYMENT by Due Date above. | | | | | |
| Akron Office: 795 Russel Avenue, Akron, OH 44307 (1.330.379.3636 ext. 11) Cleveland Office: 7911 Detroit Avenue, Cleveland, OH 44102 (216.334.1261 ext. 23) | | | | | |
| Parish/School: St. Hilary | City: Fairlawn | | | | |
| Form Completed By: _____ | Total Amount Paid: \$ _____ | | | | |
| Program - League | Coach | Qty | Fee (\$) | Sub Fee (\$) | Office Use Only |
| Baseball - 2024-4th Grade | DeFago | 1 | 730.00 | 730.00 | Check # Paid |
| Coach Pitch - 2024-2nd Grade | Rothschild | 1 | 630.00 | 630.00 | Check # Paid |
| Baseball | # Teams: 2 | | Sport Fee (\$): | 1,360.00 | |
| Track & Field - 2024-Track and Field Boys 2024 - Grades | Wolski | 13 | 60.00 | 780.00 | Check # Paid |
| Track & Field - 2024-Track and Field Boys 2024 - Grades | Murphey | 24 | 60.00 | 1440.00 | Check # Paid |
| Track & Field - 2024-Track and Field Girls 2024 - Grades | Callard | 12 | 60.00 | 720.00 | Check # Paid |
| Track & Field - 2024-Track and Field Girls 2024 - Grades | Palumbo | 11 | 60.00 | 660.00 | Check # Paid |
| Track | # Teams: 4 | | Sport Fee (\$): | 3,600.00 | |
| Volleyball Girls - Spring 2024-3rd-4th Grade | Buzzelli | 1 | 750.00 | 750.00 | Check # Paid |
| Volleyball Girls - Spring 2024-3rd-4th Grade | Nacin | 1 | 750.00 | 750.00 | Check # Paid |
| Volleyball Girls - Spring 2024-6th Grade | Jukanovic | 1 | 750.00 | 750.00 | Check # Paid |
| Volleyball Girls - Spring 2024-6th Grade | Varian | 1 | 780.00 | 780.00 | Check # Paid |
| Volleyball Girls - Spring 2024-8th Grade | Paulus | 1 | 850.00 | 850.00 | Check # Paid |
| Volleyball | # Teams: 5 | | Sport Fee (\$): | 3,880.00 | |
| # of Sports: 3 | # Total Teams: 11 | | Total Due (\$): | 8,840.00 | |
| Office Use Only | Payment: _____ | Full _____ | Partial _____ | Check _____ | Credit _____ |
| Total Amount Paid: _____ | | | Check/Credit # _____ | | |
| Date Received: _____ | | | Staff Initials _____ | | |
| Activity Code Allocation: 4900 _____ | 4901 _____ | 4902 _____ | 4903 _____ | | |
| 4904 _____ | 4905 _____ | 4906 _____ | 474 _____ | | |
| Payment Posted By _____ | | | Date: _____ | | |
| SportsPilot Inc 1/1 | | | | | |

TEAM AND ATHLETE REGISTRATION FAQ

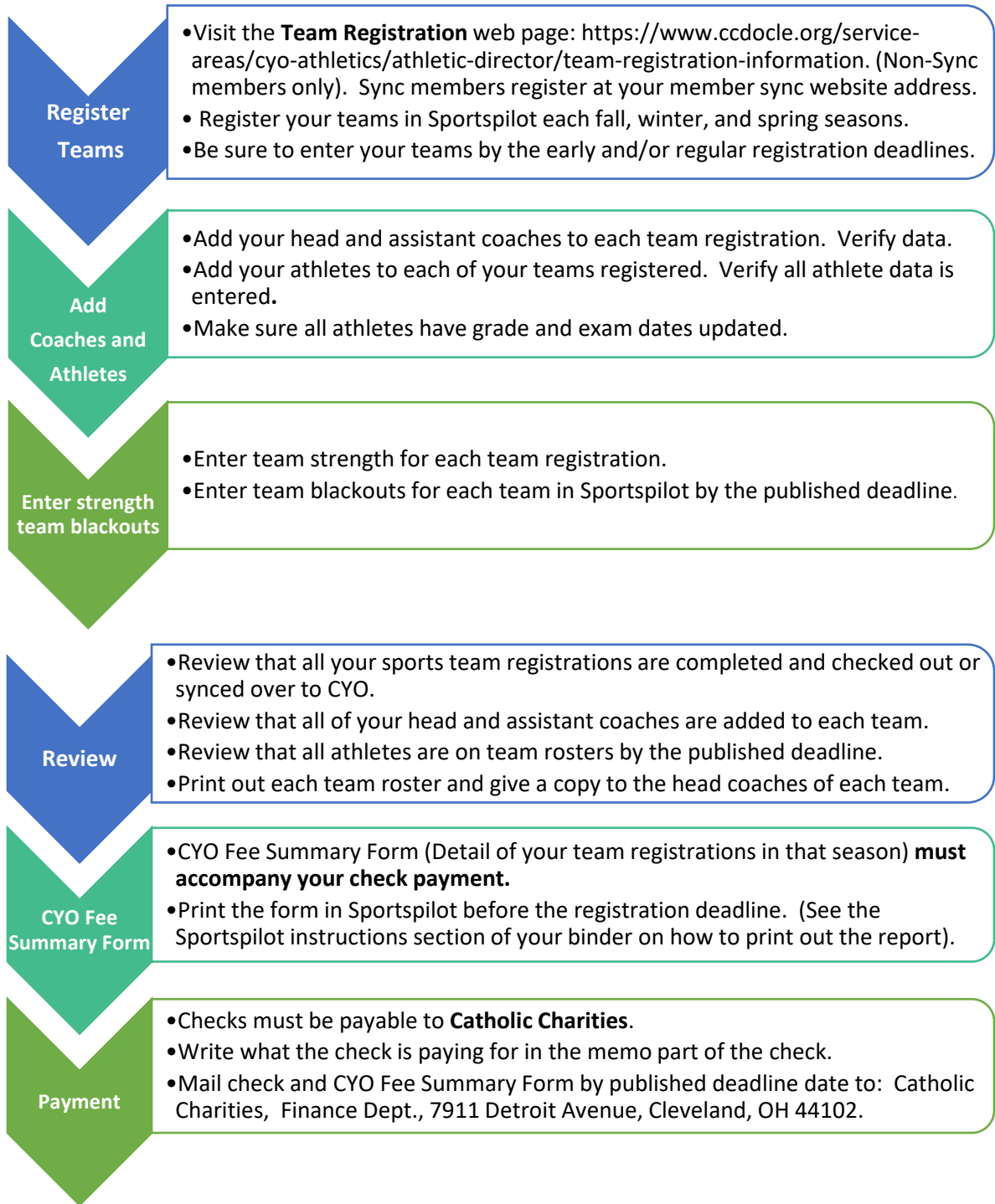
For Athletic Directors and Registrars

Team Registration is offered in the fall, winter, and spring for all members. Refer to the “Team Registration” tab on the CYO website: <https://www.ccdcle.org/service-areas/cyo-athletics/athletic-director/team-registration-information>

- 1. Who can register teams in SportsPilot?** The appointed member Athletic Director or a member registrar trained in SportsPilot.
- 2. Do I need a username and password?** Each member Athletic Director must use their CYO assigned member username and password. Sync members must use their assigned username and password for their SportsPilot Database site.
- 3. How do I know if I am non-sync or sync member?** Members who complete manual team registration are non-sync members. Sync members contract directly with SportsPilot and have parent registration and their own database sync portal. Refer to the Team Registration Sync Members List in your Team and Athlete Registration Info packet.
- 4. Where is the registration link for manual non-sync members?** Visit the “Team Registration” tab on the CYO website: <https://www.ccdcle.org/service-areas/cyo-athletics/athletic-director/team-registration-information>. **Click the green online registration button.**
- 5. Where is the registration link for sync members?** Each sync Member will have their own unique portal link to sync their team and athlete data. If you do not have your member sync portal, please contact Sudheer Chimbli at SportsPilot, sudheer@sportspilot.com.
- 6. Where can I find team registration dates and information?** Visit the [Team Registration](#) webpage, view the season packet planner you receive from CYO, or visit the specific sports planner.
- 7. Where can I find team current season registration fees?** Refer to the finance section of your binder you receive from CYO.
- 8. When can I register my teams and find early and regular registration deadlines?** Whenever the current season registration opening date is published. Refer to [Team Registration](#) webpage, view season packet info received, or sport planners.
- 9. When and how do I enter team strength and blackout dates?** Visit the SportsPilot Sync and Non Sync Team Registration Instructions in your binder or on the website [Team Registration](#) page. Be sure to enter them in SportsPilot by the published deadline date in the sports planners.
- 10. Do you have instructions on how to register teams for a new athletic director?** Yes, we have Non Sync Member and Sync Member Instructions in the Team Registration tab of your binder or on the website [Team Registration](#) page.
- 11. How do I add coaches or athletes to my team registration?** Visit the SportsPilot Sync and Non Sync Team Registration Instructions in your binder or on the website [Team Registration](#) page which will walk you through how to add them.

- 12. How do I register new member athletes?** Information must be entered in SportsPilot for all new member athletes who have never played for you before. Refer to the Athlete Data Form in this packet to see what information you need for each child. Visit the Non Sync Member and Sync Member Instructions in the Team Registration tab of your binder or on the website [Team Registration](#) page.
- 13. Do I need to enter a current physical date in each athlete's record?** Yes, a current physical date is required for all athletes playing CYO. The physical exam is good for 13 months.
- 14. If some of my players returned from last year do I need to enter their information all over again?** Once an athlete's information has been entered in SportsPilot, you can use the search feature and find that athlete and add them to your roster then update their record information. All athletes must have current physical exam dates entered.
- 15. My manual team registrations are not appearing in the CYO back office.** Be sure that you have **checked out and hit the Submit button** so that your team registration will transfer over.
- 16. My synced teams did not sync over to CYO?** Be sure that **you hit the SYNC button** after you have set up all of your teams and athlete registrations in your sync portal. Please contact Sudheer Chimbli at SportsPilot, sudheer@sportspilot.com with any syncing issues.
- 17. Why were my team registrations duplicated in registration when I synced to CYO? You must uncheck the team registration box** if you have already synced your team registrations previously and are now syncing only your athletes. Please contact Sudheer Chimbli at SportsPilot, sudheer@sportspilot.com for any syncing issues.
- 18. Who do I contact if I need to drop a team registration?** Email the CYO staff in charge of the sport to notify them right away. You will be subject to team withdrawal fees as noted in the Charter and Bylaws.
- 19. Who do I contact regarding SportsPilot manual registration or sync registration issues?** Please contact Sudheer Chimbli at SportsPilot, sudheer@sportspilot.com for any syncing issues.
- 20. How do I print out my CYO Fee Summary Form?** Reference the SportsPilot Sync and Non Sync Team Registration Instructions in your binder or on the website [Team Registration](#) page. This form must accompany your check payment.
- 21. Where do I send my check payment?** Have check, written payable to Catholic Charities, and mailed to: Catholic Charities, Finance Dept., 7911 Detroit Avenue, Cleveland, OH 44102. Include the CYO Fee Summary Form to ensure the finance office knows exactly what teams' registrations you are paying for.

TEAM REGISTRATION FINAL STEPS



ONCE YOU COMPLETE THE STEPS ABOVE YOUR TEAMS AND ATHLETE REGISTRATION IS COMPLETE.

CYO ONLINE ROSTER ATHLETE DATA FORM

The data below is needed for the on-line roster. Please collect this information from each participant.
All information must be entered in an athlete's SportsPilot record.

| | |
|---|---|
| ATHLETE FIRST NAME | ATHLETE LAST NAME |
| GUARDIAN ADDRESS | GUARDIAN CITY |
| GUARDIAN STATE | GUARDIAN ZIP CODE |
| GUARDIAN HOME PHONE | GUARDIAN WORK PHONE |
| WORK EXTENSION | GUARDIAN MOBILE PHONE |
| GUARDIAN EMAIL | ATHLETE BIRTHDATE |
| GENDER | COUNTY OF RESIDENCE <input type="checkbox"/> Ashland <input type="checkbox"/> Lake <input type="checkbox"/> Stark <input type="checkbox"/> Cuyahoga <input type="checkbox"/> Lorain <input type="checkbox"/> Summit <input type="checkbox"/> Erie <input type="checkbox"/> Medina <input type="checkbox"/> Wayne <input type="checkbox"/> Geauga <input type="checkbox"/> Portage <input type="checkbox"/> Other |
| ATHLETE GRADE | RELIGION <input type="checkbox"/> Catholic <input type="checkbox"/> Other |
| RACE <input type="checkbox"/> Non-Hispanic White <input type="checkbox"/> Unknown <input type="checkbox"/> Non-Hispanic Black/African American <input type="checkbox"/> Latino/Hispanic, of any race <input type="checkbox"/> Asian, Native Hawaiian or Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/> Two or More Races | ATHLETE ELIGIBILITY (Please check) <input type="checkbox"/> Member of Parish Sponsoring Team <input type="checkbox"/> Enrolled in School Sponsoring Team <input type="checkbox"/> Member of Same Section-Zone <input type="checkbox"/> Member of Football Section <input type="checkbox"/> Neighborhood Athlete |
| ATHLETE PHYSICAL EXAM DATE | ATHLETE SCHOOL |
| ATHLETE PARISH | GUARDIANS NAME |