

CYO GENERAL GUIDELINES AND SPORTS POLICY
FOR ALL SCHOOLS AND PARISHES IN THE DIOCESE OF GARY, INDIANA

(Revised 5/16)

The cities and towns that are covered in the Diocese will include Cedar Lake, Chesterton, Crown Point, East Chicago, Dyer, Gary, Griffith, Hammond, Highland, Hobart, Lake Station, Lowell, Merrillville, Michigan City, Munster, Portage, Schererville, St. John, Valparaiso, and Whiting. Any other areas will have to receive approval in writing by the CYO office before they are allowed to participate. Applications for entry must be made a year in advance so it can be approved by the CYO Board of Directors in a timely manner.

NOTE: All guidelines are subject to the Executive Director's interpretation and discretionary enforcement. All sports will follow the IHSAA rules and guidelines with the following CYO exceptions and modifications in each particular sport:

ADULT/CHILD UNSPORTSMANLIKE/CODE OF CONDUCT FORM AND GUIDELINES: Form should be read and signed by the CYO participant, by each parent, and by the head coach, then attached to the child's CYO registration form and returned to the CYO office for filing. A copy may be made for your school's file.

Each assistant coach, stats-keeper and Athletic Director should read and sign a copy of this form and return it to the CYO office for filing.

This form shall remain in effect for the duration of the assignee's association with the CYO program.

ATHLETIC DIRECTOR/COACH REGISTRATION FORM: Form is to be filled out by all Athletic Directors and coaches and shall be good for the duration of the assignee's association with the CYO program. Any address or phone number changes during their tenure with the CYO should be reported to the CYO office as they occur. Inactive coaches names will be purged every fifth year.

AWARDS: See sports specific guidelines for individual and team Diocesan awards. All teams tied for first and second place in their conference at the end of the regular sports season will receive medals.

COACHES: The principal, pastor and Athletic Director should be involved in the selection of coaches; assume full responsibility for the coaches actions/conduct and understand that lack of knowledge is not an acceptable excuse.

Coaches and Assistant Coaches will be held responsible for their behavior, their score keeper's behavior, their team's composition, and their team's behavior on the court/off the court (locker room, in the stands, parking lot, etc.). Coaches will also be held responsible for their school's fans before, during, and after the game or event. Coaches will accept all consequences which could include being suspended for a justified length of time or being dismissed if necessary. All coaches must have the approval of their pastor and principal; be current in the following trainings- VIRTUS (see page #3); concussion (refer to blue page in coaching packet), and Play Like A Champion, have a signed 'Code of Conduct' form, and completed coach form on file at the CYO office.

Coaches shall be twenty-one (21) years of age or older. (a) Persons eighteen (18) or nineteen (19) may be listed as a head coach if they have an adult (age 21 and over) as their assistant. (b) If a person under the age of 21 is used in a coaching capacity, that person is not to be left alone with the team at any time.

Coaches shall refrain from smoking and from using vulgar language or gestures while working with children. Male coaches working with girls shall have an adult female accompany them when taking the team into the locker rooms. Female coaches working with boys shall have an adult male accompany them when taking the team into the locker rooms. It is recommended that this policy be followed at all times. Coaches should refrain from being alone with any individual student.

*No one is to be used in a coaching capacity or added to a team or roster without the knowledge of the school principal, the school Athletic Director of his/her school or the CYO office. **A person filling in as a coach due to the absence of the head coach must be an approved assistant listed on the signed roster that is on file at the CYO office. Failure to use an approved person could result in the forfeiture of the game. Also the head coach assumes all responsibility for the fill in coach (i.e. behavior, technical foul consequences).** No person shall be working with children in the CYO sports program without the knowledge of the Athletic Director and the proper documentation on file at the CYO office (i.e.: coaches form, Virtus training, etc.).

Hats are not to be worn on the bench during inside sporting events by anyone (players, coaches, etc.).

CONTESTS: When the school being attended has a boys' program but does not have a comparable program for girls in that sport, a girl shall have the opportunity to qualify and participate with or against boys, provided she follows the contest and season rules established for boys (i.e.: CYO offers boys' soccer but does not have girls' soccer; girls may have the chance to qualify and participate in the boys' soccer league). Girls playing on a CYO soccer team shall not be allowed to participate in CYO volleyball.

Boys shall not be eligible for participation as individuals or as a team in inter-school athletic seasons or tournament contests designed for girls. This is in accordance with the IHSAA rule that "boys would create an unfair competition through an overbalance of strength and ability on teams designed for girls. This situation could create unwholesome attitudes and feelings among students, coaches, administrators, parents, fans and news media."

CRIMINAL HISTORY RECORD: It will be the responsibility of the school principal, pastor or Athletic Director to see that a Criminal History Record form is completed by each coach and checked by the State Police Department. The Diocese of Gary has mandated, for insurance reasons, that every school have a Criminal History Record on file for each volunteer. **These forms are not to be sent to the CYO office** but shall remain in the possession of the parish where the coach is assigned.

FEES: See agenda of specific sport for team and individual fees. Any contest fees not paid by a specified date may be assessed a 10% delinquent charge. 'Installment payments' must be arranged with the Executive Director prior to the specified due date.

FINES: All fines levied against a school must be paid in full before continued participation is allowed.

FORFEITS: All forfeits will be subject to a \$65.00 fine. This fee may be avoided if the school involved informs the CYO office of the intent to forfeit in enough time. **The Friday before a game is not sufficient enough time to notify all paid personnel, teams and Athletic Directors that may be involved due to the forfeit. Payment to officials and paid personnel due to forfeiture is at the sole discretion of the CYO Executive Director.**

TEAM CANCELLATION: Team fees are still accessed if you cancel the team after the schedule has been completed.

GYM/FIELD SUPERVISORS' DUTIES (see Gym/Field Supervisor packet): Each facility used by CYO must provide a Gym/Field Supervisor **over the age of twenty-one (21) (preferably older)** at each game or match. **This individual must be mature enough to handle all incidents that may arise concerning coaches, players, or spectators.** He/she must also be **familiar with** all CYO rules and supervisory duties and shall receive a copy of said duties from the CYO office when they pick up their gate box, money, ink pad and CYO stamp at the beginning of the sports season. **If the Gym/Field Supervisor has to leave for any reason, they shall appoint an adult, 21 years of age or older, as the replacement in their absence.**

He/she will be required to hire all officials and other personnel as listed under each sport's specific rules. All officials and hired personnel are to receive a copy of their responsibilities and a copy of the CYO rules. **All officials must be currently licensed with the IHSAA and be able to show proof of such if asked.**

He/she shall fax the weekly summary sheets **with the results of the weekends' games, along with a copy of all unsportsmanlike, technical fouls and/or incident reports occurring at their facility,** to the CYO office by the following Monday morning of each week. **The original report(s) along with the originals of the weekly summary sheet, deposit slips, all score sheets and line-up sheets should be received at the CYO office no later than Wednesday of each week.**

He/she shall return the CYO **volleyball/basketball(s), gate start-up money (do not deposit this money—return the cash), gate box and CYO stamp and ink pad** at the end of each sports season **and is responsible for said items should they become lost or stolen.**

INCLEMENT WEATHER/UNFORESEEN CIRCUMSTANCES: If severe weather exists on the day of, or the night before Athletic Directors will be contacted by email, text message, or phone call who in turn are responsible for contacting all coaches and players. **It is your responsibility to ensure that your cell phone is on and that you are reachable.** Cancellation of any CYO event due to any unforeseen circumstances (i.e.:

inclement weather, act of God, gym/field problems of any sort, etc.) is at the discretion of the CYO Executive Director. It is not the policy of the CYO to pay game personnel (officials, timekeepers, scorekeepers, gatekeepers and Gym/Field Supervisors) for games cancelled due to any unforeseen circumstance.

MOVING PLAYERS: Any moving of a player(s) must be reported and approved by the CYO Executive Director before the move can be made. This request may be called in, but must be followed with a faxed or mailed written summary.

If at any time a team does not have enough participants to field a team, a team may move players. If there are two teams in the same grade, the move is to be within that grade level. **If there are not two teams** in the same grade level, **or the move will leave the other team short**, then the players are to be moved 'up' (i.e.: 6th grade team will take from the 5th grade team, etc.). Fourth graders cannot **play or participate in any CYO sport in any capacity (i.e.: as a mascot)**. **For this definition, cheerleading shall be considered a sport.**

Enough players are to be moved to field a team, while leaving at least enough players from which the players are taken to field a team, plus one. The player(s) may remain on this team for up to a maximum of two (2) games (**basketball**), or matches (**soccer, volleyball**). After this, another player, or set of players, is to be placed on the team, if needed.

A player may not play in two games (basketball) or matches (soccer, volleyball) on the same day (with exception of CYO tournament play). However he/she may participate in other community leagues (but not on any public school team) outside of CYO on the same day as long as CYO games and practices are the priority. There is to be no moving of players during tournament play.

NO CUT/MANDATORY PLAYING POLICY: CYO has instituted a 'no cut, mandatory playing' policy for all sports. If a team has a large number of participants, over the limit of fifteen on a roster, they are to have two (2) teams. The minimum number of players on a roster shall be eight (8) for volleyball and basketball; fifteen (15) for soccer.

See 'specific sport guidelines' for 'mandatory playing rules'. These rules apply to all CYO sponsored games (i.e.: league, tournaments and pick-up games with other parochial schools). See 'specific sport' for penalty if the mandatory playing rule is not met and is noticed *during* the game. If it is noticed after the game, the consequences will follow the Coaches Unsportsmanlike Conduct rule.

NON-SANCTIONED ACTIVITIES: CYO disavows liability for any games or sporting events held after the official CYO season, or any event that has not been officially sanctioned by the CYO (i.e.: a non-CYO invitational or matches/games played with other leagues or public schools). The CYO name may not be used by any sporting event or league not sanctioned by the CYO Board of Directors. Likewise, the name of the CYO participating school shall not be used for any sporting activity without the express consent of the CYO participating school administration. For school run tournaments, signed waivers must be in place exempting CYO from any and all liability.

PLAYER ELIGIBILITY (see Diocesan Eligibility Policy, page #6): Whether through a school, a religious education class or a home-schooled program, a child, playing in a CYO sponsored sport **or event**, must maintain appropriate grades and have a good conduct report. It is the responsibility of the principal and/or Athletic Director to assure that coaches are informed of player eligibility. The Athletic Director of the school involved will be responsible for keeping the CYO office informed of eligibility issues. Any school found to be giving false documentation regarding eligibility will be sanctioned according to the CYO policies.

The Diocesan Eligibility Policy governs the CYO when it comes to grades and good conduct. Therefore, to be eligible to **participate** in a CYO sport **or event**, participants must follow the guidelines as set forth in this policy. All participating schools, and home-schooled children, in the CYO program will follow these guidelines in determining the eligibility of a student.

Age Eligibility: Participants must meet the age requirements for the particular program activity in which he/she is participating by September 1st of the current year. Eighth grade participants must be under 15, seventh grade under 14, sixth grade under 13, and fifth grade under 12 years of age. Verification of the age limits shall be the sole responsibility of the participating school, it's principal and Athletic Director.

Any student that turns fifteen (15) in the 8th grade will be eligible to participate in our sports programs if the 8th grader is in at least their second year of participation in the CYO sports program. Any student that turns sixteen (16) by December of the current year will not be eligible. Verification of the age limits shall be the sole responsibility of the participating school, it's principal and Athletic Director.

They must be registered elementary fifth through eighth grade students and attending school (**or show proof of being home-schooled**). Kindergarten through fourth grade students are not eligible for CYO competition in any capacity with the exception of Academic Bowl, Spelling Bee and Band participants (**see specific age limitations for these programs**). Ninth grade through high school students are not eligible for CYO sports participation.

Home-schooled children may participate as long as all CYO requirements are met and there is room for them on a team of a participating school. CYO will follow the ISHAA guidelines.

By the addition of any participant to a roster, the principal, Athletic Director and coach assure the CYO that all requirements for that particular participant and roster are being met.

Each participant must have the following forms completed, signed and dated:

- **'CYO Registration/Physical Form'** this form is valid for 365 days from date of physician signature. A competent physician must declare participants physically fit for competition.
- **'Concussion Acknowledgement and Signature Form'**, this form is confirming the receipt of both parent and athlete concussion information sheets.
- **'Code of Conduct'**, this form should be read and signed by the CYO participant, the parent, and the head coach.

Forms may be downloaded from our web site: www.nwicyo.org.

A player participating without proper documentation on file at the CYO office is considered an ineligible player and will be treated as such, with all fines and sanctions applying. It is not enough to have this documentation in the hands of the Athletic Director or coach without the express approval of the CYO Executive Director.

If an ineligible player is found participating, the school involved may be assessed a \$100 fine. The player will not be allowed to play again until all forms are on file and the fine (if assessed) has been paid.

All players listed on the original roster must be listed on the line-up sheets for each game. Participants that are temporarily ineligible, or not playing **for whatever reason** (i.e.: injuries, school or coaches disciplinary action) may sit on their teams' bench wearing street clothes with their teams' jersey only. No other part of the uniform may be worn. **A child being disciplined for any reason other than Diocesan Eligibility or parental discipline must attend the game(s) and sit on the bench with their team during their discipline.**

The reason for a **child's non-participation** must be noted on the line-up sheet next to their name. This will also help the CYO in determining if a child has been dropped from the roster, eliminating the need for the CYO office to contact the coach **to see why a child is not playing.**

As per the Diocesan Sports Policy, individuals participating on a public school sports team may not participate on a comparable CYO sports team or vice versa. **They may however play on a CYO and community league program at the same time, but CYO games and practices must take precedent. Failure to abide by this policy will result in removal of that player from the team and the team's forfeiture of the season. The coach is to assume all responsibility for the team's actions and understand that their lack of knowledge is not an acceptable excuse. The coach will also accept all consequences which could include their suspension for a justified length of time. If this is discovered after the season is over, the team will forfeit all medals and trophies that have been awarded.**

All players must have a signed 'Code of Conduct' form on file at the CYO office. This form shall remain in effect for the duration of the players' association with the CYO program.

CASTS/BRACES:

VOLLEYBALL: A guard, cast or brace made of hard and unyielding leather, plaster, pliable (soft) plastic, metal or any other hard substance shall NOT be worn on the hand, finger, wrist or forearm, even though covered with soft padding.

SOCCER: Players wearing any form of a cast will NOT be allowed.

PRACTICE SESSIONS: Practice times and pick-up games for all sports per week will be left to the discretion of the individual school administration. We strongly recommend that schools limit their individual teams to six (6) hours of practice per week. For season starting practice dates, please refer to agenda of the individual sport.

ROSTERS: All rosters, physicals, registrations, code of conduct forms, concussion/sudden cardiac arrest forms, coach's forms, entry fees and activity fees are to be turned in to the CYO office by the **scheduled** due date. A team will not be allowed to participate in season play until a roster is on file at the CYO office without approval of the Executive Director of CYO.

Three coaching personnel **(one head coach, one assistant coach and one stats-keeper)** and the teams' rostered players' are the only persons allowed on the bench during any CYO sporting event. There shall be no other personnel (adult or child) on the bench during a game or match. **All others will be directed to leave. HATS ARE NOT TO BE WORN ON THE BENCH OR BENCH AREA.**

SCHEDULING OF EXTRA GAMES (pick-up games, tourneys, etc.): Extra games or tourneys should not be scheduled if they would conflict with any CYO scheduled games. The Athletic Director of each school is to submit a schedule of all games from individual teams to the principal by the beginning of the season. The principal should review and sign the schedule and **the Athletic Director should** forward a copy to the CYO office. Any changes are to be submitted as they occur. CYO will not change season schedule due to outside games with other schools.

SPORTS PASSES (see page #7): A coach will be issued a sports pass for his/her particular sport as soon as it is confirmed that his or her paperwork is on file at the CYO office. **If all documentation of a coach (Virtus, PLC, etc.) is not submitted in a timely fashion, all coaching privileges will be revoked via the Athletic Director of the team involved.**

This pass **must be shown** before entering the facility where the game/match is being played. If a coach does not show his/her pass, the coach will be charged the admission fee. There shall be no more than three (3) passes issued to a team.

UNSPORTSMANLIKE CONDUCT REPORTS: Whenever a player, coach or spectator becomes unruly, or interferes with the orderly progress of the game, the referee shall suspend the game until the person is removed from the premises or forfeiture may be called on the involved team(s).

Misconduct by a coach, assistant coach, stats-keeper, player or spectator, is to be reported through the 'Unsportsmanlike Conduct' rule. The Gym/Field Supervisor should fax all reports to the CYO office **early Monday morning** to the attention of the Executive Director. Forms **should be in the Gym/Field Supervisors information packet, may be downloaded from the CYO web site: www.nwicyo.org**, or are available through the CYO office.

UNSPORTSMANLIKE POLICY: Any unsportsmanlike conduct by a spectator will be reported in writing to the CYO office within a reasonable amount of time from the date of the incident. The Athletic Director, Field/Gym Supervisor and/or official of a game shall file a written "Unsportsmanlike Conduct" report immediately following the game for any unsportsmanlike technical or conduct shown by a coach, assistant coach, scorekeeper or player. The Executive Director of the CYO will review any report, make a decision regarding consequences stemming from the report, then contact the parties involved and inform them of his decision.

TECHNICAL FOUL/EJECTION: Any coach, assistant coach, stats-keeper or player, issued a technical foul in basketball, or a yellow card in soccer or volleyball, will be assessed a two (2) game suspension. Any coach, assistant coach, stats-keeper or player, issued a **second** technical foul during the course of the season or in the same game in basketball, or a red card in soccer or volleyball, will be banned from participating for the rest of the sports season.

If the technical/ejection occurs during a Saturday game and there is a Sunday game scheduled, the suspension will take place the following weekend in order to give the CYO Executive Director a chance to review the circumstances.

If the technical/ejection occurs in the last game of the season, the suspension will remain in force for the next season excluding cross country and track. Technicals and ejections should be reported to the CYO Executive Director by the Gym Supervisor along with an Unsportsmanlike Conduct Report Form filled out by the official involved with the incident.

ARTIFICIAL NOISEMAKERS: The playing of music/sound effects shall only be permitted during pregame, time outs, intermission and post game. The use of artificial noisemakers shall be prohibited (i.e. cowbells).

TOURNAMENT PLAY: If two teams, at the same grade level from the same school, end up in the Diocesan final championship game, they shall be considered Co-Champions, with awards being presented equally to both teams. There will not be a championship game played in this instance.

Awards: 1st & 2nd place trophies
 1st & 2nd place medals

Only those coaches and players listed on the winning teams CYO rosters will receive awards. Rosters should be kept current for this reason.

UNIFORMS: When schools are ordering new uniforms they are to refer to the IHSAA guidelines for uniform conformity. All players will be asked to comply with the dress code as set forth in these guidelines and immediately make any corrections as needed. If a player cannot make the needed change when asked to do so by an official, the Gym Supervisor shall make a note of the infraction on the score sheet **and daily summary sheet**. The game shall proceed without any penalty at this time. The infraction is to be corrected by the next game or the game and/or match may be forfeited. **Exceptions to this rule are at the discretion of the CYO Executive Director.**

Spandex may be worn at the discretion of the Principal of each individual school.

- a) As per IHSAA guidelines, spandex may be worn under team shorts, but if worn, all team players must wear the same color and that color must conform to the color of the uniform.
- b) As per IHSAA guidelines, t-shirts may be worn under a team jersey, but if worn, all team players must wear the same color and that color must conform to the color of the uniform.

Safety straps must be worn on eyeglasses during competition in all sports. Jewelry or hard hair adornments of any kind are not allowed. Shoes with lights are not allowed.

VIRTUS TRAINING (Protecting God’s Children; Safe Environment): It is the responsibility of each principal or pastor to assure the CYO that all coaches and Athletic Directors are aware of the required Virtus (Safe Environment) training, which has been instituted by the Diocese of Gary. Any person volunteering to work with children in the Diocese of Gary is required to attend and maintain the ‘Virtus’, ‘Protecting God’s Children’ or ‘Safe Environment’ training hosted by their particular parish. Attendance at this training is the sole responsibility of the parish and proof of attendance should be made readily available upon request of the Executive Director of the CYO.

**SPORTS POLICY
DIOCESE OF GARY**

(As received from the Pastoral Center.)

The cities and towns that are covered in the Diocese will include Cedar Lake, Chesterton, Crown Point, East Chicago, Dyer, Gary, Griffith, Hammond, Highland, Hobart, Lake Station, Lowell, Merrillville, Michigan City, Munster, Portage, Schererville, St. John, Valparaiso, and Whiting. Any other areas will have to receive approval in writing by the CYO office before they are allowed to participate. Applications for entry must be made a year in advance so it can be approved by the CYO Board of Directors in a timely manner.

PARENT RESPONSIBILITY:

- All parents of children in the sports program must participate in fund raising or fee payment as determined by the Principal, Athletic Director, and Director of Religious Education (DRE).
- Parents are to volunteer time to coach, monitor gym, or work concession stand.
- All fees are non-refundable and due when student is registered for a sport.

GRADES:

- ‘C’ average with only one ‘D’, no F’s, in all solid subjects (religion, reading, language arts, math, social studies, and science).
- Parent of student not attending the Catholic school must provide principal and DRE with copy of report card during season.
- A copy of mid-quarter grades, four (4) weeks after report cards, is also necessary.
- Special needs students will be monitored by the principal. Principal discretion is to be used.

CONDUCT AND EFFORT:

- Conduct and effort grades must be a C or higher.
- If a public school does not give a conduct or effort grade, religious education grades will be used.
- Attendance at religious education classes will be monitored. Students may not miss more than two class sessions per nine weeks, or the class prior to the game.

OUTSIDE LEAGUES:

- Students playing on a public school team are not eligible to play for CYO.

TEAM SELECTION:

- If more than one team is necessary per grade level, the teams and coaching staff will have equal division of talent on all teams without any interference from parents’ objections.

TEAM FORMATION

The following guidelines are intended to inform administrators, Athletic Directors, coaches, parents and participants of the basic rules and policies governing team formations in the CYO program.

‘Team’ is intended to mean players representing their school or parish as described under the following. Exceptions to this may be allowed, but only at the discretion of the CYO Executive Director and meeting the following exception:

If a team defined in ‘TEAM FORMATION’ does not have enough players to fill a roster, they (church/ school) may submit the names of their players to the CYO office and, after reviewing the current sports rosters, the CYO will make an attempt to place these individuals on another team. The CYO cannot, however, guarantee placement.

These guidelines are general guidelines and are not all-inclusive. The CYO Executive Director is the final judge in the interpretation and enforcement of all regulations. The Board of Directors will serve as an arbitration committee for any written appeal that requires further review. The Executive Director’s decision will stand until the appeal is reviewed and finalized.

1. **CATHOLIC SCHOOL:** Players attending the sponsoring school must be players in good standing (*see page #6, Sports Policy)
2. **CATHOLIC CHURCH WITH NO SCHOOL OR LIMITED GRADE LEVELS:** When a church does not have a school **or enough participants** in a particular grade level **of the school**, players must be enrolled in the parish’s Religious Education program and students in good standing at their respective schools (*see page #6, Sports Policy)

3. NON-CATHOLIC CHURCH: Players must be students in good standing at their respective schools and members of the sponsoring church (*see page #6, Sports Policy).
4. NON-CATHOLIC SCHOOL: Players must attend the team school and be students in good standing (*see page #6, Sports Policy).
5. RELIGIOUS EDUCATION: Students in R.E. may also be on the team, provided they are students in good standing (*see page #6, Sports Policy). The student must be in R.E. at the school they intend to play for. Neighboring R.E. students from other parishes who do not have a program in place have to be submitted in writing and approved by the CYO office in order to participate. R.E. students outside the Diocese of Gary have to be submitted in writing and approved by the CYO office.
6. HOME SCHOOLED: Children will follow all guidelines as set forth and be accountable to one of the above (item 1,2,3,4, or 5).

***NOTE:** In all cases, the CYO will follow the standards of the Diocese of Gary for 'students in good standing'. Documentation of enrollment and attendance must be furnished to the CYO office upon request.

SPORTS PASSES

The following spells out the guidelines for issuance and use of all sports passes for CYO coaches and Athletic Directors.

1. Passes are issued to Athletic Directors and coaches who are in good standing with their school and are currently registered and on file at the CYO office; for returning coaches, this would mean that all information is current on their previous coach's form.
 - a. 'In good standing' is to be interpreted as having been approved by the priest and/or principal of the school for which they are coaching. Documentation of Virtus training (or intended date of participation) and subsequent training bulletins (Protecting God's Children, Safe Environment) must be current and on file at the CYO office, completion of the Play Like a Champion training program, and completion of the state mandated concussion training.
 - b. All coach's forms must be filled in completely (i.e.: **day or work phone, city, zip**, etc.). On occasion important information needs to be given to coaches in a timely fashion. This cannot be done if we do not have the needed information on file. Forms/updated information must be turned in to the CYO office by the due date of the current sports season.
 - c. If forms are being held up because of a priest or principal signature, your pass will be held up too. Therefore, if a signed original is not readily available, we suggest a copy of the coach's form be faxed along with a copy of the roster.
 - d. **Signed originals of the coach's forms and rosters must be turned in to the CYO as soon as they are received from the parish priest and/or school principal.**
2. Passes are issued to all Athletic Directors in our program and up to three (3) coaches (i.e.: head coach, assistant coach, stats-keeper) per team. Teams are limited to three coaching personnel (i.e.: **head coach, assistant coach, stats-keeper**) on the bench during a game. All must have documentation on file at the CYO office or they are not allowed to **be working with the children** at any time.
3. Annual passes issued for Athletic Directors will allow them to enter all **CYO** sporting events at no charge. However, the pass must be shown upon request from any personnel working for the CYO (gym supervisors, gatekeepers, etc.). Keep pass with you at all times to avoid any misunderstandings. Remember....not everyone knows who you are.

4. Passes issued for coaches and assistants **are for their specific sport only** (i.e.: a volleyball pass cannot be used for a basketball game, nor can a boy's basketball pass be used for a girl's basketball game, etc.)
5. Passes are to be shown at the gate before the sporting event for which the pass was issued (this will include all CYO sponsored tournaments). If there is another sporting event going on before a scheduled game, the coach(s) should wait until that sport is over before attempting to enter the facility.
6. Those not showing their passes upon request will be charged the entrance fee or will be refused entry into the sporting event. Please do not embarrass yourself, the gatekeeper or those around you by causing a scene regarding this issue.
7. Passes are **not good** for non-CYO sponsored events (i.e.: Andean sponsored events; invitationals).
8. Those coaches who do not receive a pass and feel they should have received one should contact their Athletic Director. The Athletic Director should then contact the CYO office.

LINE-UP SHEETS

1. **LINE-UP SHEETS:** Should be filled out completely and correctly (these should be returned to you by the scorekeeper if this is not done):
 - a. **Line-ups should have the team school name and team number on them and be turned in **five (5)** minutes before scheduled game time.**
 - b. **Coaches are not to remove line-ups from the scorer's table. These are to be turned in to the CYO by the gym supervisor with all other game day paperwork.**
 - c. **All players listed on team roster** should be listed on the line-up sheet.
 - d. Coaches must note next to child's name on the line-up sheet:
 - (1) any absences (i.e.: late, illness, etc.); or
 - (2) any reason a child is not playing (i.e.: coach disciplinary, school ineligibility, injury, etc).
 - e. A child, who will not be playing, cannot be in full uniform (he/she may wear his/her team jersey with street clothes) while sitting on his/her team bench.
 - f. **Only team members listed on the official team roster** (players and **up to two (2) coaches and one (1) stats keeper**) are **allowed on the team bench**. All others will be asked to leave. Hats are not to be worn on the bench. A coach's 'non-player' child is to sit in the bleachers and is not to be left to roam through the gym facility.
2. **SCORE SHEETS:** have been turned in with erroneous or nonexistent information on them. **After your game you may wish to check to see that:**
 - a. the team numbers are entered correctly and that the correct team is given credit for the win or loss.
 - b. the correct score is posted for the correct team.

Check our web site (www.nwicyo.org) periodically for scores and standings to assure that all information has been recorded correctly.

SPORTSMANSHIP....

LIVE IT, BREATHE IT, BE IT!

“PLAY LIKE A CHAMPION TODAY”