



Director of Sports Ministry

A Manual for the CYO of Johnson & Wyandotte Counties
Revised August 5th, 2023-24

Table of Contents

Section 1: Introduction

A Letter from the Executive Director	Page 5
Expectations of a CYO Director of Sports Ministry	Page 6
CYO Structure/Organizational Chart	Page 8
Communication Guidelines	Page 11
CYO Calendar	Page 16

Section 2: Preparing for the Year

Finances and Budgeting	Page 18
Registration Process	Page 20
CYO Scholarships	Page 24
CYO Unaffiliated Participants.....	Page 25
Certification and Formation Requirements.....	Page 27
Uniforms & Scheduling	Page 28
Champion of Virtue Program	Page 29
5 Minute Game Plan	Page 30

Section 3: Health & Safety

Health and Safety website information	Page 32
Athletic Trainers	Page 32

Section 4: CYO Programs

Cross Country Page 34

Flag Football Page 37

Tackle Football Page 42

Volleyball Page 47

Grade School Basketball Page 51

High School Basketball Page 55

Track & Field Page 59

Appendix

Rules of Competition Page 63

Bylaws Page 102

SECTION 1: INTRODUCTION

Dear Directors of Sports Ministry,

Thank you for taking on the role of Director of Sports Ministry at your parish for the coming year! Whether you're new to the role or have been in place for several years, we believe you'll find the position is one where you can make a great difference in the lives of parish children in the coming year. The role provides a unique opportunity to guide your parish CYO by creating a positive environment, selecting coaches, and managing programs that provide awesome opportunities for so many children.

In an effort to support your work as the parish Director of Sports Ministry, the CYO Office has created this manual for you to review and reference as needed. With many different things to remember through the year, we believe it can be a useful resource and a way to make your job easier by providing instructions and best practices for you to use. In addition, those transitioning into a new role now have a ready-made template as you get comfortable and understand what needs to be done. Rest assured this manual does not seek to reinvent the wheel, simply to provide instructions on processes, rules and policies already in place.

A table of contents will provide you a directory of where to find valuable information by topic. The first section of this manual provides an important introduction to your role as Director of Sports Ministry, as well as what is expected of you from your parish, the CYO Office, and the Archdiocese of Kansas City in Kansas. The next section will provide an overview of things to consider while you prepare for the year, including what to budget, information on registration, and coaching requirements to be aware of. Section three gives important information on our Health & Safety standards and protocols in CYO. Finally, an appendix is available at the back of the manual with key forms as well as our CYO Rules of Competition and Bylaws.

Feel free to review this manual and use as you see fit through the coming year. A hard copy will be provided to the Director of Sports Ministry and electronic copies will be available online and via email for you and any other volunteers who may find this useful. Please let us know if there are additional areas that could be added to help you in your role. In addition, the CYO Office is always available as a resource by calling 913-915-0139.

Finally, a big thank you for all that you do for our CYO community! Your dedication to the children of your parish is a tremendous blessing, and we thank you for your willingness to take-on this important role and sacrifice your time and energy for the formation of our youth. May God bless you and your family in the year to come!

In Christ,

John McGoldrick
Executive Director, CYO

Expectations of a CYO Director of Sports Ministry

Mission

The Director of Sports Ministry (“DSM”) shall serve the Parish by promoting the values and initiatives of the Catholic Youth Organization (“CYO”), with the primary goal of leading youth to Christ through the ministry of sport.

Position Requirements

The Director of Sports Ministry must be a practicing Catholic who upholds the traditions, teachings and values of the Church. He or she must be a registered parishioner and willing to serve the parish as the official representative to CYO by completing the duties of the DSM position, as outlined in the CYO Bylaws and Rules of Competition. The DSM must demonstrate great integrity, complying with all Archdiocesan policies, CYO Bylaws and Rules, while reflecting a passion for ministering to the youth of our community through sport.

4 Pillars of a Great Director of Sports Ministry

Faithful - A faithful Director of Sports Ministry makes certain that the priorities of the parish CYO program are rooted in Christ. This individual is passionate about the Catholic faith and committed to the development of faith and virtue in others through the medium of sport. He or she acknowledges the dignity of all persons through interactions with others and reflects the mission of the Archdiocese, Parish and CYO in leading souls to Christ.

Communication - The Director of Sports Ministry should strive to be a great communicator. This includes developing relationships with all coaches and volunteers within the parish CYO community, as well as parish and school staff. The DSM should be the “chief evangelist” for CYO within his or her parish community, whether promoting programs or disseminating information from the CYO Office. A great communicator assures that relevant parties are involved in all discussions and facilitates an environment where information travels efficiently and accurately to all involved.

Ministry - The latin ministerium means service. The great Director of Sports Ministry is committed to being a servant leader, demonstrating the virtue of humility while being committed to the duties of the DSM role in service to the children and families of the parish CYO community. This individual is prepared to be a great listener and to serve the best interests of parish families and the CYO mission.

Development - The Director of Sports Ministry is committed to the development of the children and coaches entrusted to his or her care through the parish CYO program. This includes prioritizing the faith formation of children and coaches above all, with special interest also taken to the cognitive, social, and athletic skill development of children. This individual recognizes that sports do not exist solely to develop athletes, but rather to develop the person as a whole. He or she understands that while competitors strive to win, they do so understanding that the process is more important than the results; that the ultimate achievement lies in the eternal crown of heaven.

Accountability

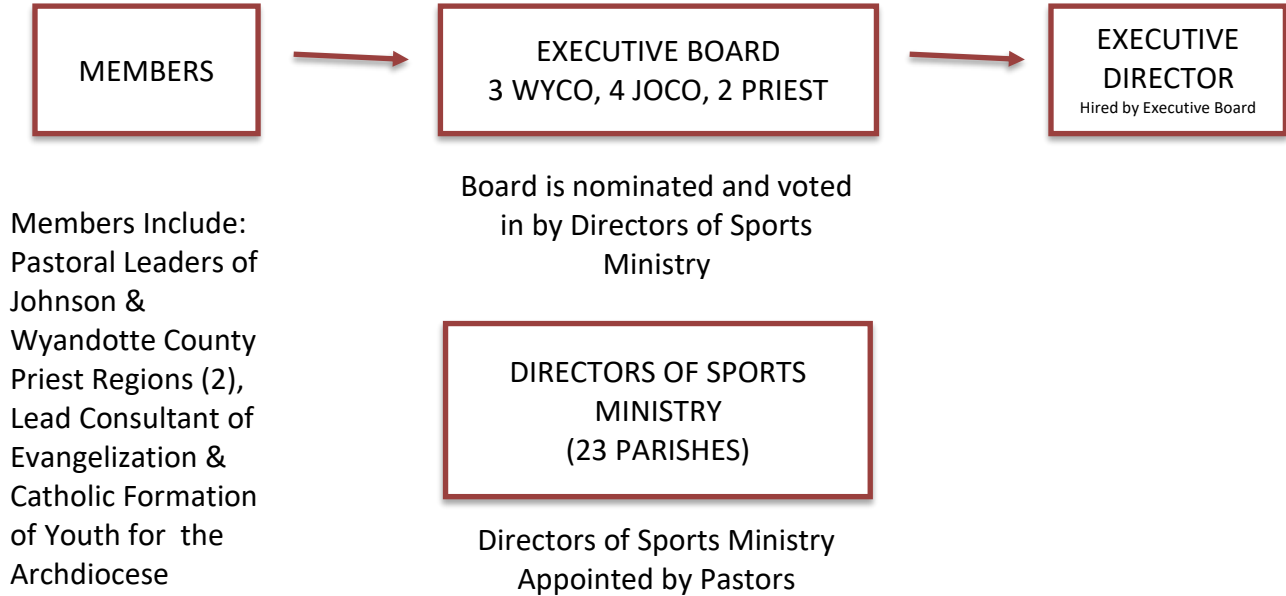
The Director of Sports Ministry shall report to the Pastor of his/her parish or a delegate of the Pastor. The DSM is responsible for upholding all procedures, policies and rules set forth by CYO and communicated by the Executive Director under the direction of the CYO Executive Board.

Commitments

The Director of Sports Ministry shall attend all DSM Meetings called by the Executive Director of CYO, a maximum of 3 each year. In addition, the DSM is required to complete and maintain Archdiocesan VIRTUS requirements and Play Like a Champion "Coaching as Ministry" requirements through CYO. Additional commitments shall be to the parish level and include, but not be limited to, the formation of teams, selection and oversight of coaches, registration of participants, and the submission of materials to the CYO Office prior to deadlines set forth in the CYO Calendar.

CYO Structure & Organizational Chart

CYO is incorporated as a non-profit business in the state of Kansas and governed as follows:



2023-2024 EXECUTIVE BOARD MEMBERS

Contact CYO Board executiveboard@cyojwa.org

PRIEST REPRESENTATIVE:

Wyandotte County - Fr. Anthony Ouellette
Johnson County - Vacant

LEADERSHIP:

- Mr. Beth Cole, Chairperson
- Mrs. David Meiners, Vice-Chairperson
- Mr. Billy Burns, Treasurer

REGIONAL REPRESENTATIVE:

Wyandotte County - Vacant
Johnson County - Vacant

WYANDOTTE COUNTY PARISH REPRESENTATIVES:

- Mrs. Jenny Myers
- Vacant

JOHNSON COUNTY PARISH REPRESENTATIVES:

- Mr. David Menghini
- Mr. Kevin Bright
- Mrs. Kathleen Bichelmeyer

- Vacant
- Vacant

EX-OFFICIO (NON-VOTING):

- Mr. Bill Hess - (Emeritus Chair)
- Mr. John McGoldrick (Executive Director)
- Mrs. Maureen Goetz (Director of Operations)
- Mr. Rick Cheek (Archbishop Representative)
- Ms. Laura Haeusser (Finance Director)
- Kelly Hendrickson (DSM Representative)

Executive Board Standing Committees:

- Protest and Discipline Committee (3 Members)
- Human Resources Committee (3 Members)
- Budget/Finance Committee (3 Members)
- Seeding Committee (DSMs or representative)
- Policy & Rules Committee (DSMs & Executive Director)
- Football Safety and Competition Panel (3 Members)
- Faith and Spirit Committee (3 Members)

CYO Programs Offered

All parishes involved in CYO are expected to offer the following sports programs, as set forth in the CYO Rules of Competition.

Fall Programs: Cross Country (Boys and Girls, Grades 3-8); Flag Football (Boys, Grades K-8); Tackle Football (Boys, Grades 5-8); Volleyball (Girls, Grades 3-8)
Winter Programs: Grade School Basketball (Boys and Girls, Grades 3-8)
High School Basketball (Boys and Girls, Grades 9-12);
Spring Programs: Track & Field (Boys and Girls, Grades 3-8), Girls Flag football, Grades k-8)

Parish Partnerships

In some cases where a parish does not have enough children to form an individual team in any sport, the CYO Rules of Competition provide for a combination of two or more parishes to form a team. In these cases, the Executive Director must approve all partnerships prior to forming the team.

Best Practices

The CYO Office recommends parishes consider “best practices” for the structure of their individual CYO program based on what has worked best in other parishes. The following organizational structure creates a well-balanced parish program with a number of volunteers who can share work and responsibilities in operating and managing CYO sports at the parish.

Parish CYO Board: Consider creating a CYO Board at your parish that can report to the Pastor and/or Parish Administrator who oversees the program. Most boards include 3-5 individuals who appoint the Director of Sports Ministry and make important decisions regarding the parish program.

Director of Sports Ministry: Length of term may be based on “term limits” to encourage rotation every four years, or may be “ongoing” at the discretion of parish pastor and/or parish CYO Board. The CYO Office strongly encourages providing a stipend to this position based on the amount of work required and in order to promote the commitment and continuity necessary in this role.

Program Coordinators: Appoint a coordinator to be in-charge of each individual program and “report” to the Director of Sports Ministry. The coordinator works with the DSM to select coaches, set rosters, and gather necessary information for each sport. This is a great way spread workload and responsibility!

*Please contact the CYO Office for references or more information if you are considering a new structure for your parish CYO.

Communication Guidelines

The purpose of this section is to provide guidelines for communication within CYO. Included below is contact information for the CYO Office, other parish Directors of Sports Ministry, and information on communicating within your parish and school communities.

CYO office

Located at 5041 Reinhardt Drive, Suite 310, Roeland Park, KS 66205.
(Inside Bishop Miege High School)

Phone: (913) 915-0139

Email: admin@cyojwa.org

Website: www.cyojwa.org

The CYO office will disseminate information primarily through email via the Executive Director and Director of Operations. In more urgent or important matters, the office will communicate by phone directly with the Director of Sports Ministry and all other relevant parties. The CYO Office also maintains CYO social media accounts (including Facebook, Twitter and more) in order to communicate in mass, and additionally publishes regular email newsletters for families. Most information needed by families can also be found online via the CYO website.

Listed below are the primary methods of communication for some of the more regular important topics:

Severe Weather - Should severe weather affect games, information will be posted via the CYO weather line 913-229-6215, as well as posted on the top main page of our [CYO website](#) and via CYO social media channels. For weekday games, the weather line will be updated no later than 4:00 pm. For Saturday games, the weather line will be updated no later than 6:00 am.

Schedule Changes - Changes that affect a team's game date, time or location will be communicated in advance through the CYO Office, through Teamsideline and/or email.

DSM 2023-2024			
Ascension	Travis Schieltz	515-971-7768	acscyodsm@gmail.com
Corpus Christi	Curtis Wondra	816-225-2696	gosaints@cccparish.org
Cure of Ars	Kathleen Wynne	816-935-9122	curecyo@gmail.com
Good Shepherd	Jon Nelson	913-206-4595	Jon.a.nelson45@gmail.com
Holy Cross	Megan Hall	573-578-7189	holycrossopkscyo@gmail.com
Holy Rosary (Wea)	Liz McMains	816-699-1339	qhrweadsm@outlook.com
Holy Spirit	Mary Jacobs	913-530-7073	mjacobs@hscatholic.org
Holy Spirit	Justin Lillich	913 706-0162	justin.lillich@gmail.com
Holy Trinity	Chris Nafus	913-558-5529	htcyoall@gmail.com
John Paul II	Dominic Cara	913 777-4060	jp2cyo@johnpaul2opks.com
Nativity	Kelly Hendrickson	913-669-4292	kelly.hendrickson@kcnativity.org
Prince of Peace	Eric Pickert	913-972-3797	popolathecyo@gmail.com
Sacred Heart	Jody Gossman	913-276-9753	jody.gossman@bayer.com
St. Agnes	Anthony Villanueva	913-433-6010	cyo@stagneskc.org
St. Ann	Christopher Able	816-392-3751	chris.m.able@gmail.com
St. Ann	Brett Schoenfeld	913-269-9962	brettschoenfeld@gmail.com
St. John	Howard Graham	785-550-6306	hgraham@ku.edu
St. Joseph	Rich Weitz	913-302-8564	richweitz34@gmail.com
St. Michael	Michael McDonnell	913-222-9957	michaelmcdonn@gmail.com
St. Patrick	Ashley Calderon	913-634-8076	ashley_Klemencic@yahoo.com
St. Paul	Rob Bens	913-707-8349	cyo@spcatholic.org
WCCA	Jill Gonzalez	913-515-6178	cyowcca@gmail.com
Xavier	Charles Cox	913-244-9317	cyo.xavier@leavenworthcatholicschools.org

Communication with Pastor & Parish Office

The Director of Sports Ministry is appointed by the Pastor as a representative of the parish community. As such, communication with the Pastor & Parish Office is an important aspect of your role. With this in mind, it's important to develop a relationship with your Pastor as well as the individuals within your parish office with whom you will collaborate and/or report to within the DSM role. At a minimum, we recommend assuring you have introduced yourself and have a relationship with the following individuals within the parish:

Pastor
 Associate Pastor
 Parish Administrator (Business Manager)
 Administrative Assistant
 Director of Facilities
 Director of Religious Education
 Director of Youth Ministry

Director of Marketing

These people should know who you are and how to contact you if necessary (and vice versa). In your role as DSM, collaboration with the individuals above will be vital in creating the best possible environment for the children at your parish. Consider that even answers to small questions regarding the parish calendar and facility usage will come from these individuals, who most often work full-time to carry out the vision of your Pastor and support the mission of the parish. Please be proactive in getting to know these individuals at your parish and understanding how you can support each other in your roles.

Two individuals we want to highlight are the Director of Religious Education and Director of Youth Ministry. While the specifications of each position will differ at each parish, most CYO parishes have one or both of these roles included as full-time employees of the parish. All parishes have some form of religious education (often called “School of Religion”) and most have some form of youth ministry. Given that CYO shares the same mission of leading youth to Christ, it’s important to assure that CYO programming at your parish is not “competing” with Religious Education or Youth Ministries, but is collaborating with them. For example, we recommend collaborating on practice schedules to assure that teams with children attending religious education are not in conflict with practice. On those same lines, work to cross-promote CYO and youth ministry activities at the parish, or assure that these programs do not conflict with CYO by sharing calendars. While this may not always be possible, ask your parish if they have a database of parish families that can be used to make sure all families with children are invited to participate in CYO and aware of relevant registration information. Remember that we want children to be actively involved in different areas of the parish to assure they are well developed in the faith as they grow.

Please work with your parish office to determine what specific areas of communication are required as you serve in your role as a Director of Sports Ministry (i.e., expenses, facility use, etc.). Then work proactively to assure you develop relationships with these other parish staff members so that you can work together to lead children to Christ through the implementation of CYO activities in your parish. We highly recommend that the parish website have a CYO section that references our website www.cyojwa.org as well as parish specific events such as practice times, tryouts, costs, uniforms, coach volunteer opportunities, coordinator contact information, sport specifics, and required certifications.

*BEST PRACTICE: While putting information in the parish bulletin is important, also make sure your CYO is involved in key parish activities as you promote registration. Does your parish have a summer picnic? Setup a table and promote registrations there. Get involved in School of Religion activities and meetings to assure all children there know what opportunities exist and are invited to participate. CYO is an important ministry in the parish community, don’t be afraid to work with parish staff and other ministries to promote and benefit as many families as possible!

Communication with Parish School

Though CYO is a parish organization and thus not directly affiliated with our Catholic schools, we certainly support them fully in their mission and seek to serve them as well. It's also true that the majority of our CYO participants are currently students in our parish schools. With this in mind, it's important to consider this relationship and how you can work with your parish school in order to provide the best CYO programming for your children. This will certainly include being aware of the school calendar and major events that may affect CYO practices and competition. Remember that you can submit schedule requests with rosters ahead of each season to assure that we avoid scheduling CYO games for particular grades and teams during a school activity. In addition, you may be able to collaborate with school staff to maximize participation and support for multiple programs through the year.

We recommend introducing yourself and developing a relationship with the following school officials: Principal, Vice Principal, Administrative Assistant, and PE Teacher (gym/facility use). Simply knowing each other and assuring these individuals that you support their work can be extremely beneficial in your ability to provide the best possible CYO program at your parish. We highly recommend that the school website have a CYO section that references our website www.cyojwa.org as well as parish specific events such as practice times, tryouts, costs, uniforms, coach volunteer opportunities, coordinator contact information, sport specifics and required certifications.

*BEST PRACTICE: Work with school administration to be sure that CYO registration information is sent home with all children when online registration opens. Get involved in Kindergarten Round-up and Back-to-School activities to assure that CYO has a presence at these events as you promote and facilitate registrations!

Communication with CYO Families

Perhaps most important is your communication with the CYO Families you serve at your parish. Remember that as a Director of Sports Ministry, children and their parents are the individuals you serve. A well-run parish CYO program will include consistent and meaningful communication with families, from making them aware of registration information to forming teams and guiding your program through each season. Though much of this will be done directly by coaches (see section below), you play a key role as the organization's leader at the parish level. We highly recommend that you recommend CYO parish families refer to our website www.cyojwa.org, your parish website and your school website.

We often find that the root of most problems in parish CYO programs is a lack of communication. When parents and children are not aware of important information such as key dates, required procedures, or program expectations, the disconnect can cause confusion and frustration with families. Please be diligent in circulating information through a variety of platforms designed to reach as many parish families as possible. Keep in mind this doesn't have to be difficult, it can be as simple as providing the same information to multiple platforms such as your parish bulletin, websites, religious education and youth ministry programs, and school.

Consider what technologies are used most by your families and use those to communicate efficiently and effectively. Email, Facebook, Twitter and Instagram are four popular current platforms where your families can “follow” a parish CYO account and get information on a regular basis, while it only requires you to craft one message and hit send. Please feel free to contact CYO if we can assist in communications.

Communication with Coaches

Once practice begins, your coaches will be the primary conduits of information from you to your CYO Families. With this in mind, it’s critical that you communicate clearly and consistently with your coaches, assuring that they then pass along accurate information to families in an efficient manner. While coaches are volunteers, it’s important that they understand they are still responsible for communicating with families and that they are held accountable for doing so. As the Director of Sports Ministry, it’s vital that you convey how important it is for coaches to communicate the CYO mission, team expectations, and even just practice/game logistics. Doing so will assure a smoother experience for the DSM, coach, parents and children involved.

2023-2024 CYO Calendar
Subject to change

May 1st	Fall Registration Opens
July 31	Tackle Practice May Begin (No Pads until August 7th)
August 7th	Cross Country/Flag Football/Volleyball Practice May Begin
August 8th	Director of Sports Ministry Fall Meeting
August 18th	Fall Gym Availability Due
August 25th	Fall Team Packet Due
August 19th	Jamboree / Football Weigh-In
August 31st	Week #1 of Tackle Football
September 7th	Week #1 of Volleyball
September 15th	Basketball Registration Opens
September 16th	Week #1 of Flag Football and Cross Country
September 18th	Volleyball Regular Season Seeding Meeting
October 14th	Cross Country Championship Meet
October 16th	Volleyball Tournament Seeding Meeting
October 21st /28th	Football Playoffs
October 28th	Volleyball Tournament
October 30th	Basketball Season Begins
November 3rd	Basketball Gym Availability Due
November 12th	Basketball Team Form Due

December 1st	First Week of Basketball Pre-Season
December 18th	Basketball Regular Season Seeding Meeting
January 5th	First Week of Basketball Regular Season
January 19th	Spring Sports Registration Open
February 12th	Basketball Tournament Seeding Meeting
February 22nd	Grade School Basketball Tournaments (February 22nd – March 2nd)
February 29th	Rules Proposals Due
March 4th	Spring Sports Practices May Begin
March 10th	Girls Flag Football Team File Due
March 23rd	First Week of Girls Flag Football
March 26th	Director of Sports Ministry Spring Meeting – rules presented
April 2nd	Director of Sports Ministry Spring Meeting – rules vote
April 13th	Week #1 Track Meet
May 4th	City Meet
May 8th	Pentathlon

SECTION 2: PREPARING FOR THE YEAR

Finances & Budgeting

One of the more important parts of your role as Director of Sports Ministry will be leading your parish CYO in the strategic development of a budget. Depending on your parish situation, it may be that this is done in conjunction with a Parish Administrator or Accountant, or fiscal operations may be left to the parish CYO leadership. In either scenario, the Director of Sports Ministry should be influential in leading this endeavor. This process should take place each April for the following fiscal year, July 1st - June 30th.

You'll find that most parish CYO finances revolve around the budgeting and accounting of revenues and expenses. When budgeting, the revenues and expenses you should consider may include:

<u>Revenues</u>	<u>Expenses</u>
Parish Sports Fee (Per Participant)	Uniforms
Event Admission	Sports Equipment
Fundraising	Facility Rental & Maintenance
Parish Funding/Allocation	Director of Sports Ministry Stipend

You may find at your particular parish that you have other methods of revenue or expenses that apply to your program, so the above list is not meant to be complete. Once you determine your categories, it's important to go through each and estimate your expected revenues and expenses for the full year ahead. Parishes generally work in fiscal years from July 1 - June 30 and this lines up well with our CYO activity calendar. We encourage you to be conservative with revenue estimates and plan to have some money reserved for things that come up each year. While it may seem obvious, programs cannot spend more than their revenues cover. Our goal is to have all parish programs be "self-sustaining" without using parish funds to operate or cover a net loss after expenses.

With this in mind, one of the most important aspects of your budget will be determining the individual "sports fee" charged to each participant who registers for a sport. The total fee charged to each participant when they register online will include two components: a portion collected by the CYO Office and a portion collected by your parish. Just as your portion covers the expenses incurred by your parish CYO, the portion collected by the CYO Office covers expenses that include office staff, event supervisors, security, officials for each sport (our largest expense), facilities, and other administrative expenses required to create and operate our sports leagues and programs.

While the parent will only see one fee per participant when they register online, the actual breakdown on the backend will look like this example:

Example: *Online Participant Sports Fee (\$100) = CYO Office Sports Fee (\$55) + Parish CYO Sports Fee (\$45)*

For the sports fee, you need to submit your individual parish sports fee for all sports by May 1st each year (for the following year). For the CYO Year taking place from July 1, 2021 through June 30, 2022, you should have submitted your fee schedule for the year by May 1, 2021. While this may seem early, it's important for a couple of reasons. First, it allows us to open registration for CYO Fall Sports prior to the release of school each year, which gives you a chance to promote early registrations that will be very helpful for both funding and planning as you prepare for fall. Second, having all parishes submit in advance requires everyone to plan their annual budget in advance and will greatly help you as you prepare for the coming year. Setting all sports fees at once will allow you to have a complete budget for the year, rather than going season by season. This timeline is also consistent with the parish and Archdiocesan budget process, which takes place each spring.

You will submit your fee schedule each year to CYO Director of Operations, who is also available to answer questions about the fees and registration.

2021-2022 CYO Fee Schedule

Cross Country - \$70

Flag Football (7 games scheduled) - \$95

Girls Flag Football (6 games scheduled) - \$80

Tackle Football - \$130

3rd-4th Grade Volleyball - \$65

5th-8th Grade Volleyball - \$85

Grade School Basketball - \$115

High School Basketball - \$1,200 per team

3rd-4th Track & Field - \$55

5th-8th Track & Field - \$80

The CYO Office will cut the individual parish checks at the end of each season for their portion of the fees. Checks are adjusted for unpaid balances and/or scholarships.

CYO Registration

Registration Information and Responsibilities Overview

1. Setting Fees
2. Invoice Options
3. Accessing Your Individual Parish Registrations Instructions
4. Registering Coaches
5. Marketing your Registration

Preparing for the Year

1. Setting Fees

Each individual parish is responsible to set their own sport fee structure to assure sustaining income to support their respective parish athletic programs. The CYO office sets their own fees each year and will provide those fees to the Directors of Sports Ministry each Spring for the following sports year. The DSM is then responsible to calculate their fees that they would like to add to our fee structure. Parish fees are due to the main office at end of April each year for the following sport year. Though on the registration forms, the CYO Office offices fees and the Parish fees will be combined, and parents will not see the breakdown of each fee, it is very important that when you turn in your fees, they are only your parish fees without the CYO Office fees already added in. For accounting purposes these must be kept separate.

CYO Office has the opportunity for parents to apply for scholarships for a full or partial discount to play CYO sports <https://www.cyojwa.org/content/5482/Scholarship> Each parish may also provide their own scholarships to youth based on their own criteria. If you would like to have any scholarship codes or discounts for those in need, coaches or volunteers, please contact the CYO office to get that set up.

- a. Set Parish Fees
- b. Turn in the CYO office by May 1st each year

2. Invoice Options

CYO main office using on online registration program that allows each parish to choose to either sync their own bank information directly to their parish specific form and registrations or to have CYO Office take care of all the work. In this option the parish will receive the registration monies into their provided account and will be invoiced every two weeks by CYO for CYO Offices portion

of the fees. Your parish is responsible for all registration discrepancies, refunds etc. For example, when a refund is given, the parish needs to contact CYO Office immediately so we can consolidate records. In addition, there is a 2.9% + \$0.30 fee per transaction. With this option, the parish is responsible for that added cost.

3. Accessing Your Individual Parish Registrations

Provide CYO with a unique email address. This email address must be different than any other email address you are using elsewhere in TeamSideline(TS).

CYO will create privileges in TS using the supplied email address and will provide you with a temporary password that you can then change once logged in. Please don't hesitate to [contact CYO main office](#) if you need assistance. The TeamSideline web support documents, and video tutorials will also be very helpful in learning how to navigate the web site.

Login to your TeamSideline account

Select *Export Reports*

Reports

Report Exports

Select Enrollment *Information Report*

Enrollments **Enrollment Information**

You can tailor your reports to contain exactly what you want and save the report and then reference it in the future. We ask that each parish only create 1 enrollment report so as not to overload the reports listed.

Select all of the asterisk items.

Organization * Select

Select by Customer Organization

Type * Select

Program * Select

Offering Select

Date Range * All Dates Starts Ends

Enrollment Status * Accepted Enrollments Cancelled Enrollments Waitlisted Enrollments

Order Number

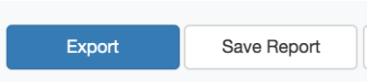
Assigned Team

Columns * Select the columns to show in your report

Available fields: (c) 2019 VB Team, Account Balance, Account Id, Order Date, Enrollment Type, Program Name

Drag and drop items from the *Columns*. The items in the Column *Show these fields in this order:* will be the items on your report. Familiarize yourself with the items available for selection to assure you create the report you want.

Export to print the Report. Save to save the report if you wish to save for later.





4. Registering Coaches

Coach Registration

We ask the head coaches register as *Volunteers* in TS. This will allow us to have direct communication with the coaches, allow coaches to set up private team sites for just their teams for practices or other information, and many other things that should make for a better, more effective experience for everybody.

Go to cyojwa.org.

Select  and follow the steps to register for the particular sport you wish to coach (TS Volunteer). If you are coaching more than one team, you will need to register for each sport.

Once on the TS registration page, select  Login to TS.

Select *Place an Order*

- My Account
- [My Profile](#)
- [Members](#)
- [Order History](#)
- [Enrollments](#)
- [Place Order](#)

Complete Your Profile Primary Account Info

Complete this page and then click the Done button.

Organization *

Street Address *

City, State, Zip *

Phone 1 * Ext.

Phone 2 Ext.

Phone 3 Ext.

The image shows a registration form with the following fields and options:

- Enrollee * [Add Enrollee](#)
- Enrollment Type *
- Program *
- Offering *
- Enrollment Selection *

- a. Agree to the Terms and Conditions and complete registration

5. Marketing your Registration

A consistent and grassroots marketing approach to your local parish and its parents and youth is essential to a vibrant CYO program. We encourage each parish DSM to introduce themselves to the Administrative Assistants and office staff of both the Parish and School. If you already have access to an email list of parents within the age range for your CYO programs, ask the parish for an updated email list of all school age parents. If you do not have access to parent emails currently, I would approach your office staff to ask for a list, or if more convenient for the office staff you could provide them with content for emails that they themselves could send out on a consistent basis. Even making parents aware of the program before their kids are old enough, will help when they make decisions for what activities their children will be involved in as they age up. Since CYO has a bit of a stigma, in that parents assume it is just for the kids involved in the parish school, I would send a separate initial email directed at the parish families not involved in the school, letting them know about CYO and what programs you offer and the details behind registration, tryouts, practice times, etc.

In addition to the emails, getting to know the Pastor, Principal, Youth Minister and Director of Religious Education would be highly valuable. Visiting the School of Religion classes and various parish/school activities to pass along information or tell youth/families about your programs is a highly effective way other DSMs have energized their programs.

Finally, the CYO office is here to help with any marketing needs you may have as well. If you have ideas for posters or flyers to promote your local programs, please contact the office and we can work together to work up some graphics for your local use. We recognize that each parish is different and has specific needs so we like to take a localized not a generalized approach to marketing. But we work together to make sure that the materials fall within the greater CYO brand and mission.

CYO Scholarships - <https://www.cyojwa.org/content/5482/Scholarship>

***Note** - complete registration *prior* to applying for a scholarship.

Do not pay at the time of registration, indicate that you will be paying by check.

The Catholic Youth Organization (CYO) believes that every child deserves the opportunity to participate in youth sports. With this in mind, we are proud to offer the Participant Scholarship Program for families in need of financial assistance. Through the generosity of our sponsors and contributions to our Solidarity Fund, we are able to offer scholarships that defer the cost of registration and fees for CYO activities.

Please register the participant(s) and indicate that you will be paying by check. Complete the [Scholarship Application](#) and submit for consideration. If you are awarded a scholarship, the balance owed will be reduced by the scholarship amount and if there is a remaining balance, you can log back in and make payment for the reduced amount. Please note that the final page is the "Director of Sports Ministry recommendation form, which must be completed by your parish Director of Sports Ministry. Please contact your [Parish AD/DSM](#).

These forms must be submitted to the CYO Office per the deadline indicated on our website.

A parent/guardian must complete both forms and obtain the appropriate signatures. In addition, each student applying must commit to attending at least 80% of all practices and games, while parents must attend one time for new parents the mandatory [Parent Like a Champion](#) meeting before the child's season. For more information on requirements, please see the [Participant Scholarship Application](#).

All applications will be reviewed and scholarships will be awarded based on need. Please be aware that not all applicants may be awarded scholarships due to limitations of funding. If you have any questions, please contact the CYO Office at 913-915-0139.

Parish Scholarships

To request a parish scholarship, please fill out the form at [DSM Parish Scholarship Request 2022-23](#) Please ask the individuals to register first, and the scholarships will be applied on the back end. They can pay their portion at any time if it is a partial scholarship.

Catholic Youth Organization
Unaffiliated Participant Application

This application is designed for any child who does not meet CYO eligibility criteria per CYO Rules of Competition Article V, Section 4. CYO welcomes individuals of all backgrounds and communities of faith to participate in our programs. For those not currently eligible through participation with a CYO parish or school, the following criteria must be met:

1. The child is sponsored by a parish, meaning that he or she is approved by the Pastor and Director of Sports Ministry to be placed on a parish team.
2. The child/parents complete the online application for unaffiliated participation as provided [here](#) and on the CYO website. **In addition**, CYO office will email to DSMs a copy of the unaffiliated participant application, and links to two forms. The first form is for the DSM approval, the second form the DSM will forward to the Parish Pastor for his approval. Upon receipt of the participant application and the DSM and Pastor approval forms, an athlete is eligible for full participation in all CYO activities unless notified otherwise.
3. The application must be approved by the Faith & Spirit Committee of the CYO Executive Board. This may include an in-person hearing at the request of the committee.
Upon the receipt of the participant application and the DSM and Pastor approval forms, an athlete is eligible for full participation in all CYO activities unless notified otherwise.
Upon the receipt of the participant application and the DSM and Pastor approval forms, an athlete is eligible for full participation in all CYO activities unless notified otherwise.

All interested persons should begin by completing the online application which is submitted to CYO and then in turn to the parish Director of Sports Ministry for review by him/her and the Pastor of the parish to which you are applying. The Director of Sports Ministry by submitting the application attests to the fact that the applicant lives within the sponsoring parish boundary. The Director of Sports Ministry will then be responsible for updating applicants on the status of parish approval and forwarding all approved applications to the CYO office who will forward on to the Faith & Spirit Committee of the CYO Executive Board. The CYO Office will notify parish Directors of Sports Ministry following the approval or decline of all applications. Successful applications will be granted unaffiliated status for a period of one year, after which participants would need to reapply.

Please be advised that while all are welcomed to apply and participate in CYO programs, each participant and his or her family is required to abide by the policies and rules of the CYO and agrees to hold to the organization's mission and values. The CYO of Johnson & Wyandotte Counties is incorporated within the Archdiocese of Kansas City in Kansas and proudly upholds the teachings and tradition of the Roman Catholic Church. CYO is proud to engage in Christian prayer and formation during practices and games. All applicants agree that they understand that CYO is a Catholic organization and that the values and practices of CYO will reflect the teachings of the Catholic Church. Participants are not required to attend Religious Education or services, but are welcomed and encouraged to do so.

While CYO will not unfairly withhold opportunities to participate in youth sports, the organization reserves the right to make decisions on applications based on the best interests of the organization as well as parishes, coaches, families and other participants.

We're thrilled you have chosen to submit an application for participation in CYO!

Certification and Formation Requirements

The following are requirements for participation in CYO. Please note the certification requirements per CYO.

- **VIRTUS:** Protecting God’s Children – Director of Sports Ministry must verify with his or her parish VIRTUS Coordinator that every volunteer who will have any contact with children has completed the Archdiocesan VIRTUS requirements. This includes at a minimum, all head coaches, assistant coaches, coordinators and Directors of Sports Ministry. This is a non-negotiable Archdiocesan requirement for everyone volunteering in CYO!
- **Play Like A Champion Today** – All CYO head coaches are required to complete this formation program. All new head coaches are required to attend an in-person workshop prior to the start of his or her season. This 3-hour workshop is offered multiple times. After a coach has completed the initial in-person program, they will be required to re-certify every two years. The re-certification can be done in-person or through an online program that takes less than 1 hour.
- **Parent Like a Champion Today** - All parents new to CYO are required to attend an in-person Parent Like a Champion workshop prior to their child’s first season participating in CYO. Only one parent needs to attend to fulfill the requirement for the family. This one-hour workshop only needs to be completed once to cover all children in an immediate family. There is no re-certification requirement for parents. Attending the Play Like a Champion Coach workshop meets the new parent requirement.
- **USA Football** – All CYO Flag and Tackle Football coaches are required to complete the Level 1 Certification with USA Football prior to coaching. This includes all head coaches and assistant coaches of teams. Refer to individual sports sections for Flag and Tackle Football programs for more information on requirement, which take about 90 minutes and is completed online.
- **Parish Conflicts** – Prior to each season, the parish has the opportunity to provide a list of conflicts for all their teams. This form is part of the packet that has to be submitted by the deadline. Please check with your school and parish to assure CYO has all information that would conflict with games (sacraments, retreats, science competitions, etc.). Parish conflicts will not be honored once the deadline for submitting these has passed.

Uniform Requirements

An important part of planning for each team is the team uniform. While these range from t-shirts to traditional jerseys, they represent an important element on the field or court by identifying teams for officials, coaches and spectators.

There are a number of uniform requirements for each sport that dictate what can and cannot be included on the uniform top and bottom, as well as what styles are allowable. Eligible accessories are also an important topic. The requirements that govern all CYO programs can be found in two places: [The National Federation of State High School Associations \(NFHS\)](#) Rule Book for each sport, and our CYO Rules of Competition document. While most reputable uniform suppliers will be well aware of the NFHS requirements, it's important that you ask them if they have these requirements when preparing to order team uniforms (even t-shirts). We also have these rule books accessible in our CYO Office if needed and would be happy to help you with questions. If in doubt, always contact our office to ask about specifications or requirements before ordering uniforms.

The CYO Rules of Competition build upon these standard NFHS uniform requirements with additional guidelines that seek to assure appropriate dress and a level playing field for all participants. Please consult these rules and don't hesitate to contact the CYO Office with any questions.

Scheduling

Scheduling for CYO seasons is completed by the CYO Office and posted using the TeamSideline scheduling software. All schedules will be posted online via the sports page for your sport on www.cyojwa.org. Schedules will be posted no later than the Saturday before the first week of competition in your sport.

The process for scheduling is based on receiving information on teams from the 23 parishes involved in CYO. This usually occurs two weeks prior to the start of games, once parishes have begun practice and have kids signed up and registered to participate so that they can build team rosters. Once the CYO Office receives the preseason information packet from the Director of Sports Ministry, we spend the next full week scheduling games for the upcoming season. This usually takes 5-6 days for 12 hours a day to complete and get out to families prior at least a week prior to the season. The result is what you will find online as the season schedule.

CYO Champion of Virtue Award

The CYO Champion of Virtue award dates back several years when our coaches began presenting a certificate to a child from their team each week who exhibited great virtue during practice and competition. Beginning in 2015 we changed the award to a colored bracelet that can proudly be worn by both girls and boys in their respective sports.

These bracelets will be distributed to Parishes with other supplies prior to each season, then held by gym supervisors and distributed to coaches at their game each week. The coach is to award the bracelet to a child on his or her team who has exhibited great virtue during the week leading up to and during the game. This could be in the form of fortitude from a child who has worked especially hard during the week, a show of charity from a child who goes out of his or her way to help a teammate or opponent in need, or any other demonstrations of virtue that deserve to be awarded. Our hope is that each child sees this as an opportunity to be awarded not only for excellence on the field or court, but for their striving to grow in virtue as well.

Supervisors: Please distribute one of these bracelets to a coach from each team before their game is played. The color should be as follows:

Cross Country - Yellow
Football - Navy
Volleyball - Pink
Basketball - Orange
Soccer - Teal
Track & Field - Green

Coaches will then select a member of their own team to receive this award each week either after the completion of the game or at the next practice.

If you have any questions or run out of bracelets to distribute, please contact the CYO Office at 913-915-0139. Thank you!

CYO 5 Minute Game Plan

While teaching athletic skill and character is certainly an important aspect of youth sports, the most important part of developing any child is helping that child to grow in his or her relationship with God. With that in mind CYO has created a unique and important program that brings our faith onto the field and court each week. Titled “The 5 Minute Game Plan” this program is designed to take 5-10 minutes at the beginning of one practice each week to discuss the faith in a format that is easy to use and follows the same curriculum outline as our Archdiocesan Catholic Schools and School of Religion programs. This means that the topics addressed each week in practice will line up with the topics your children are learning in school or religious education at the parish.

The program has four simple elements included on a one page handout for each week: a scripture verse, a saint or pillar of our faith, discussion questions, and prayer. It’s designed so that no preparation is required of coaches, who can print the week’s lesson plan or simply access it via PDF on their favorite mobile device. The entire program for all grades and seasons is located online via our CYO website at www.cyojwa.org or through the CYO App (Android and iOS).

All coaches are required to implement this program at the first practice each week, though we encourage coaches to include the whole team. Let a child read the scripture verse for the week or the paragraph about the saint of the day; pick one of the discussion questions and have the children discuss for 2-3 minutes. The program is designed to be an easy way to connect sports with faith and bring a key component of the home and classroom to the field or court.

If you have any questions about this program, please see our 5 Minute Game Plan page online or contact the CYO Office. All Directors of Sports Ministry are expected to inform coaches of this requirement and assure they are completing this each week. Coaches will also learn more about the program during their inaugural Play Like a Champion workshop prior to their first season in CYO.

SECTION 3: HEALTH AND SAFETY

Health and Safety

Please refer to our Health and Safety page on our website where you will find an extensive list of helpful Health and Safety links. <https://cyojwa.org/content/20961/Health-and-Safety>

Athletic Trainers

CYO provides certified athletic trainers for all tackle football games, cross country meets and track and field events. These trainers are fully qualified to handle any injuries that occur during a game and/or recommend further medical care should the situation require it.

SECTION 4: CYO PROGRAMS

Cross Country

Preparing for the Season Overview

1. Set Registration Fee with CYO office
2. Promote Registrations
3. Assign Coaches – assure the VIRTUS and Play Like A Champion requirements are up to date
4. Pre-Participation Physical – all participants must have a current PPE on file with the CYO office
5. Set Practice Times/Location
6. Submit Teams and Rosters
7. Provide schedule of cross country meets to families
8. Coaches will pick-up bib numbers at first meet
9. Results are posted on the website within 24 hours after the completion of the meet. No results are available at the meet.

1. Setup Registration Fees with CYO Office

Please see “Registration” page in the “Setting up the Year” section of this manual for more information. Registration fees for all CYO sports are due to the CYO Office by May 1st of each year so that we can open early registration prior to the release of parish schools in mid-May.

2. Promote Registrations

See “Marketing and Promotion” section of this manual. The CYO Office is happy to assist you with promoting your parish CYO programs as best as possible in the months leading up to each season. We recommend you begin promoting registrations each spring and encouraging families to register prior to the end of the school year. This will provide you with better information for planning.

We also understand that it can be difficult to promote fall sports during the summer months, when families are on vacation and often difficult to get a hold of. We encourage you to utilize parish resources such as your parish bulletin as well as setting up information in your parish gathering space after Masses. In addition, social media platforms and email marketing may be valuable ways to reach parish families. Contact the CYO Office for best practices or work with your parish office to determine the best way to reach families during the summer months.

Many parishes will also host a summer camp for each fall sport, which may be done but is the full responsibility of the parish and is not covered by CYO Insurance. In order to be compliant with CYO Rules of Competition, any camp must simply be open to any child within the parish and not include separation by teams or other practice elements. These camps should be designed to promote the upcoming sport and provide fun for children, rather than to gain additional practice time prior to the start of CYO practice.

3. Assign Coaches

Perhaps the most important part of your role as Director of Sports Ministry is to assign coaches who will be directly responsible for forming the children who register to participate. Per CYO Rules of Competition, CYO coaches must meet the following criteria:

SECTION I. QUALIFICATIONS: All CYO coaches must be Christian people of good character who: 1) have respect for the participants under their care as well as respect for other coaches, participants and officials; 2) consider participating above winning. 3) provide leadership, and an example of Christian sportsmanship.

Please see the “Requirements” in the “Setting Up the Year” section for more information on each general requirement.

The Director of Sports Ministry is responsible for assuring that all coaches have completed the requirements above prior to submitting them on a team’s roster. Any coach who is found to be missing a requirement will need to be replaced by an eligible coach or the team will be removed from competition as ineligible.

4. All participants must have a current Pre-Participation Physical form on file with the CYO office prior to participating in practice or meets.

5. Set Practice Times/Location

Please clearly set practice times and location for your cross country practices. Remember to clearly communicate all guidelines associated with use of the practice location. In addition, please consider parish conflicts as it relates to practice times for your team. For example, if you have a team with children who are enrolled in the parish School of Religion (formerly “CCD”) program, please do not schedule them for practice on a night when they have these classes. Consult your parish office and school for conflicts before scheduling practices.

6. Submit Teams, Rosters and Schedule Conflicts

The CYO Office will set the date that all teams, rosters and schedule conflicts are due. These will be submitted via the spreadsheet provided electronically to all Directors of Sports Ministry prior to the start of practice for each season. Each year an updated spreadsheet will include dates for the season and tabs for all required materials. Please assure the following are included in your spreadsheet prior to submitting:

- Teams - Include team “name” and all coach information as required on the “teams” tab of the spreadsheet file for your season.
- Rosters - Please include each child’s first and last name as well as coach information as required on the “rosters” tab of the spreadsheet file for your season.

7. The cross country schedule is available on-line at www.cyojwa.org. All meets start at 9:00am and all participants should be at the meet location at that time. We will start the next group as soon as the previous one is completed.
8. Bib numbers are provided for every participant listed on the roster submitted to CYO office and will be provided to the coach at the first meet. The child's name will be written on the bib number and he/she needs to compete with that number for all meets. The bibs include an active "chip" that reads their time when they cross the finish line.
9. Cross Country results are posted on-line at www.cyojwa.org within 24 hours of the completion of the meet.

Flag Football

Preparing for the Season Overview

1. Register or Renew Parish for USA Football (for both Flag and Tackle Programs)
2. Order Equipment and Supplies
3. Setup Registration Fees with CYO Office
4. Promote Registrations
5. Assign Coaches
6. Set Practice Times/Location
7. Submit Teams, Rosters, Schedule Conflicts

Preparing for the Season

1. Register or Renew Parish for USA Football

Director of Sports Ministry should visit <http://usafootball.com/headsup> and select the "Enroll for Youth" button. The website will guide you through the online Heads Up Football enrollment, where you can agree to the terms and nominate your PSC (see below). You do not need to provide a certificate of insurance as the website requests, since CYO provides this for all parishes. Simply "skip" this requirement. If you need instructions for this process, please enter the following address or click the link:

Heads Up Football Online Instructions:

https://p5.zdassets.com/hc/theme_assets/433739/200004015/2016_Heads_Up_Football_Youth_Enrollment_Instructions.pdf

In addition, you can contact USA Football's Member Services team at 1-877-536-6822 or visit <https://helpdesk.usafootball.com/hc/en-us>. Our CYO Office is happy to help with this process but may not be able to correct technical difficulties with the online football as it belongs to USA Football.

Once your parish is registered, all coaches will need to register themselves prior to the season and complete the USA Football Level 1 Certification for Flag Football. Please see the "Assign Coaches" section below for more information on this requirement.

Please note that as part of your registration you will need to appoint a Player Safety Coach (PSC) who will attend an in-person four hour clinic and be responsible for providing this information to your other coaches. Only one PSC is required per parish, regardless of tackle or flag teams. We recommend that your Football Coordinator serve as the PSC, though it can be anyone who is willing to complete the requirement.

2. Order Equipment and Supplies

Please assure you order all equipment and supplies your teams will need for the coming season. CYO furnishes flags for competition only, so you will need to acquire flags for practice if you wish to do so. Here's a helpful list of things you may need to consider for flag football practices:

- Uniforms
- Flags
- Cones
- Whistles
- Watch/Stopwatch
- Footballs
- Water Jug
- First Aid Kit

Please see CYO Rules of Competitions for uniform and football requirements. As a best practice, most flag football teams provide parish themed t-shirts as uniforms and require kids to wear their own matching shorts (all shorts must be the same). Uniforms may only have parish name/logo on front and needs uniform number on both front and back.

While you are free to purchase uniforms and equipment wherever you wish, CYO is proud to partner with Dick's Sporting Goods as a sponsor of CYO. We encourage you to take advantage of this partnership and use this supplier for all your needs.

3. Setup Registration Fees with CYO Office

Please see "Registration" page in the "Setting up the Year" section of this manual for more information. Registration fees for all CYO sports are due to the CYO Office by May 1st of each year so that we can open early registration prior to the release of parish schools in mid-May.

4. Promote Registrations

See "Marketing and Promotion" section of this manual. The CYO Office is happy to assist you with promoting your parish CYO programs as best as possible in the months leading up to each season. For flag football, we recommend you begin promoting registrations each spring and encouraging families to register prior to the end of the school year. This will provide you with better information for planning.

We also understand that it can be difficult to promote fall sports such as Flag Football during the summer months, when families are on vacation and often difficult to get a hold of. We encourage you to utilize parish resources such as your parish bulletin as well as setting up information in your parish gathering space after Masses. In addition, social media platforms and email marketing may be valuable ways to reach parish families. Contact the CYO Office for best practices or work with your parish office to determine the best way to reach families during the summer months.

Many parishes will also host a summer camp for each fall sport, which may be done but is the full responsibility of the parish and is not covered by CYO Insurance. In order to be compliant with CYO Rules of Competition, any camp must simply be open to any child within the parish and not include separation by teams or other practice elements. These camps should be designed to promote the upcoming sport and provide fun for children, rather than to gain additional practice time prior to the start of CYO practice.

5. Assign Coaches

Perhaps the most important part of your role as Director of Sports Ministry is to assign coaches who will be directly responsible for forming the children who register to participate. Per CYO Rules of Competition, CYO coaches must meet the following criteria:

SECTION I. QUALIFICATIONS: All CYO coaches must be Christian people of good character who: 1) have respect for the participants under their care as well as respect for other coaches, participants and officials; 2) consider participating above winning; 3) provide leadership, and an example of Christian sportsmanship.

All Flag Football coaches in CYO must also meet the following requirements:

1. VIRTUS Trained (All)
2. Play Like a Champion Certified (Head Coach Only)
3. USA Football Flag Certified (Level 1 - All)

Please see the “Requirements” in the “Setting Up the Year” section for more information on each general requirement. For USA Football, the program offers a flag-specific certification that is required for flag coaches. These coaches should follow the same criteria laid out in the “Requirements” section for both flag and tackle coaches, but simply complete the flag certification online. Coaches with tackle certification will qualify and do not need to also complete the flag certification.

The Director of Sports Ministry is responsible for assuring that all coaches have completed the requirements above prior to submitting them on a team’s roster. Any coach who is found to be missing a requirement will need to be replaced by an eligible coach or the team will be removed from competition as ineligible.

6. Set Practice Times/Location

Please clearly set practice times and location for your flag football teams. Remember to clearly communicate all guidelines associated with use of the practice field. In addition, please consider parish conflicts as it relates to practice times for your team. For example, if you have a team with children who are enrolled in the parish School of Religion (formerly “CCD”) program, please do not schedule them for

practice on a night when they have these classes. Consult your parish office and school for conflicts before scheduling practices.

7. Submit Teams, Rosters and Schedule Conflicts

The CYO Office will set the date that all teams, rosters and schedule conflicts are due. These will be submitted via the spreadsheet provided electronically to all Directors of Sports Ministry prior to the start of practice for each season. Each year an updated spreadsheet will include dates for the season and tabs for all required materials. Please assure the following are included in your spreadsheet prior to submitting:

- Teams - Include team “name” and all coach information as required on the “teams” tab of the spreadsheet file for your season.
- Rosters - Please include each child’s first and last name as well as coach information as required on the “rosters” tab of the spreadsheet file for your season.
- Schedule Conflicts - This is the team’s only opportunity to provide schedule requests as a result of conflicts during the upcoming season. Please note that priority is given to any school or parish conflicts. Directors of Sports Ministry and coaches are responsible for contacting school and parish office prior to submitting rosters and conflicts. These conflicts will be accommodated as best as possible during the scheduling process for your sport.

Things to Know

The **schedule** for flag football games will be completed after all teams have been submitted on the date listed on the CYO Calendar. Scheduling for this season usually takes one week to complete and will be published at least one week prior to the start of the CYO Flag Football season (usually by the Saturday before Labor Day each year). Each team will receive at least one game for each of the seven weeks during the season and 5th-8th grade teams will have all teams entered into the playoffs, to take place during the final two weeks of the fall season.

Weather may affect practices and games during the flag football season. Please call the CYO Office with questions and consult all weather information provided to Directors of Sports Ministry during the Summer Retreat or via email. Heat may regularly affect when you can practice in August and early September; lightning and other inclement weather may also force teams inside or to postpone practice. Remember that safety is far more important than practice! For all games, the CYO Executive Director will consult field supervisors and weather forecasts to make all decisions regarding games. Decisions will be communicated via the CYO Office Phone line (select “Weather”) as well as via text, social media, and the CYO website.

Coaches will be responsible for submitting scores of games during the season. After each game, a coach will receive an email from TeamSideline at the email address provided to our CYO Office on the

team and roster submitted. The coach will simply need to click through the email and submit the score from the game. The system requests scores from both coaches and posts once the scores agree. Standings will update automatically once scores are entered.

Tackle Football

Preparing for the Season Overview

1. Register or Renew Parish for USA Football (for both Flag and Tackle Programs)
2. Order/Recondition Equipment and Supplies
3. Setup Registration Fees with CYO Office
4. Promote Registrations
5. Assign Coaches
6. Set Practice Times/Location
7. Equipment Fitting and Checkout
8. Submit Teams, Rosters, Schedule Conflicts

Preparing for the Season

1. Register or Renew Parish for USA Football

Director of Sports Ministry should visit <http://usafootball.com/headsup> and select the "Enroll for Youth" button. The website will guide you through the online Heads Up Football enrollment, where you can agree to the terms and nominate your PSC (see below). You do not need to provide a certificate of insurance as the website requests, since CYO provides this for all parishes. Simply "skip" this requirement. If you need instructions for this process, please enter the following address or click the link:

Heads Up Football Online Instructions:

https://p5.zdassets.com/hc/theme_assets/433739/200004015/2016_Heads_Up_Football_Youth_Enrollment_Instructions.pdf

In addition, you can contact USA Football's Member Services team at 1-877-536-6822 or visit <https://helpdesk.usafootball.com/hc/en-us>. Our CYO Office is happy to help with this process, but may not be able to correct technical difficulties with the online football as it belongs to USA Football.

Once your parish is registered, all coaches will need to register themselves prior to the season and complete the USA Football Level 1 Certification for Tackle Football. Please see the "Assign Coaches" section below for more information on this requirement.

Please note that as part of your registration you will need to appoint a Player Safety Coach (PSC) who will attend an in-person four hour clinic and be responsible for providing this information to your other coaches. Only one PSC is required per parish, regardless of tackle or flag teams. We recommend that your Football Coordinator serve as the PSC, though it can be anyone who is willing to complete the requirement.

2. Order/Recondition Equipment and Supplies

Please assure you order all equipment and supplies your teams will need for the coming season. CYO furnishes flags for competition only, so you will need to acquire flags for practice if you wish to do so. Here's a helpful list of things you may need to consider for flag football practices:

- Helmets*
- Pads*
- Tackle/Blocking Bags
- Cones
- Whistles
- Watch/Stopwatch
- Footballs
- Water Jug
- First Aid Kit

*For CYO Tackle Football, please remember that all equipment used by players must meet national certification standards for use in practices and games. This includes new and used equipment, which must be "reconditioned" in the year interval indicated by the manufacturer. Please see information provided with equipment or contact your equipment provider with questions on your particular equipment.

Please see CYO Rules of Competitions for uniform and football requirements. Uniforms may only have parish name/logo on front and needs uniform number on both front and back.

While you are free to purchase uniforms and equipment wherever you wish, CYO is proud to partner with Dick's Sporting Goods as a sponsor of CYO. We encourage you to take advantage of this partnership and use this supplier for all your needs.

3. Setup Registration Fees with CYO Office

Please see "Registration" page in the "Setting up the Year" section of this manual for more information. Registration fees for all CYO sports are due to the CYO Office by May 1st of each year so that we can open early registration prior to the release of parish schools in mid-May.

4. Promote Registrations

See "Marketing and Promotion" section of this manual. The CYO Office is happy to assist you with promoting your parish CYO programs as best as possible in the months leading up to each season. For

Tackle Football, we recommend you begin promoting registrations each spring and encouraging families to register prior to the end of the school year. This will provide you with better information for planning.

We also understand that it can be difficult to promote fall sports such as Tackle Football during the summer months, when families are on vacation and often difficult to get a hold of. We encourage you to utilize parish resources such as your parish bulletin as well as setting up information in your parish gathering space after Masses. In addition, social media platforms and email marketing may be valuable ways to reach parish families. Contact the CYO Office for best practices or work with your parish office to determine the best way to reach families during the summer months.

Many parishes will also host a summer camp for each fall sport, which may be done but is the full responsibility of the parish and is not covered by CYO Insurance. In order to be compliant with CYO Rules of Competition, any camp must simply be open to any child within the parish and not include separation by teams or other practice elements. These camps should be designed to promote the upcoming sport and provide fun for children, rather than to gain additional practice time prior to the start of CYO practice.

5. Assign Coaches

Perhaps the most important part of your role as Director of Sports Ministry is to assign coaches who will be directly responsible for forming the children who register to participate. Per CYO Rules of Competition, CYO coaches must meet the following criteria:

SECTION I. QUALIFICATIONS: All CYO coaches must be Christian people of good character who: 1) have respect for the participants under their care as well as respect for other coaches, participants and officials; 2) consider participating above winning; 3) provide leadership, and an example of Christian sportsmanship.

All Flag Football coaches in CYO must also meet the following requirements:

1. VIRTUS Trained (All)
2. Play Like a Champion Certified (Head Coach Only)
3. USA Football Flag Certified (Level 1 - All)

Please see the “Requirements” in the “Setting Up the Year” section for more information on each general requirement. For USA Football, the program offers a flag-specific certification that is required for flag coaches. These coaches should follow the same criteria laid out in the “Requirements” section for both flag and tackle coaches, but simply complete the flag certification online. Coaches with tackle certification will qualify and do not need to also complete the flag certification.

The Director of Sports Ministry is responsible for assuring that all coaches have completed the requirements above prior to submitting them on a team’s roster. Any coach who is found to be missing a requirement will need to be replaced by an eligible coach or the team will be removed from competition as ineligible.

6. Set Practice Times/Location

Please clearly set practice times and location for your tackle football teams. Remember to clearly communicate all guidelines associated with use of the practice field. In addition, please consider parish conflicts as it relates to practice times for your team. For example, if you have a team with children who are enrolled in the parish School of Religion (formerly “CCD”) program, please do not schedule them for practice on a night when they have these classes. Consult your parish office and school for conflicts before scheduling practices.

7. Equipment Fitting and Checkout

In order to provide the most safe and fun experience possible, all football equipment must be properly fitted to each individual child, including all helmets and pads. The required USA Football Certification provides videos and information about proper measuring and fitting techniques, though CYO strongly recommends that you also involve your equipment provider in the fitting of equipment. Most equipment vendors and representatives will attend your equipment fitting and assist you with this process to assure their equipment is being properly fitted. This step is critical to the safety of all children involved, as equipment that does not fit properly can be dangerous and will not protect the athlete.

8. Submit Teams, Rosters and Schedule Conflicts

The CYO Office will set the date that all teams, rosters and schedule conflicts are due. These will be submitted via the spreadsheet provided electronically to all Directors of Sports Ministry prior to the start of practice for each season. Each year an updated spreadsheet will include dates for the season and tabs for all required materials. Please assure the following are included in your spreadsheet prior to submitting:

- Teams - Include team “name” and all coach information as required on the “teams” tab of the spreadsheet file for your season.
- Rosters - Please include each child’s first and last name as well as coach information as required on the “rosters” tab of the spreadsheet file for your season.
- Schedule Conflicts - This is the team’s only opportunity to provide schedule requests as a result of conflicts during the upcoming season. Please note that priority is given to any school or parish conflicts. Directors of Sports Ministry and coaches are responsible for contacting school and parish office prior to submitting rosters and conflicts. These conflicts will be accommodated as best as possible during the scheduling process for your sport.

Things to Know

The **schedule** for tackle football games will be completed after **all teams** have been submitted on the date listed on the CYO Calendar. Scheduling for this season usually takes one week to complete and will

be published at least one week prior to the start of the CYO Tackle Football season (usually by the Saturday before Labor Day each year). Each team will receive a minimum of 5 games during the regular season though we hope to provide 6 games, with one each week. 7th and 8th grade teams may play 2-3 times per year on Thursday nights. Teams will then enter into the playoff schedule, with the top 4 teams in each division competing against each other in a semifinals and finals setup, while remaining teams play a final consolation game during the first week of the playoffs.

Weather may affect practices and games during the tackle football season. Please call the CYO Office with questions and consult all weather information provided to Directors of Sports Ministry during the Summer Retreat or via email. Heat may regularly affect when you can practice in August and early September; lightning and other inclement weather may also force teams inside or to postpone practice. Remember that safety is far more important than practice! For all games, the CYO Executive Director will consult field supervisors and weather forecasts to make all decisions regarding games. Decisions will be communicated via the CYO Office Phone line (select "Weather") as well as via text, social media, and the CYO website.

Coaches will be responsible for submitting scores of games during the season. After each game, a coach will receive an email from TeamSideline at the email address provided to our CYO Office on the team and roster submitted. The coach will simply need to click through the email and submit the score from the game. The system requests scores from both coaches and posts once the scores agree. Standings will update automatically once scores are entered.

Volleyball

Preparing for the Season Overview

1. Set Registration Fee with CYO office
2. Promote Registrations
3. Assign Coaches – assure the VIRTUS and Play Like A Champion requirements are up-to-date
4. Pre-Participation Physical – all participants must have a current PPE on file with the CYO office
5. Set-up try-outs, if necessary
6. Set Practice Times/Location
7. Submit Teams, Rosters, Gym Availability and schedule conflicts
8. Submit Scores
9. Operating Volleyball Matches

1. Setup Registration Fees with CYO Office

Please see “Registration” page in the “Setting up the Year” section of this manual for more information. Registration fees for all CYO sports are due to the CYO Office by May 1st of each year so that we can open early registration prior to the release of parish schools in mid-May.

2. Promote Registrations

See “Marketing and Promotion” section of this manual. The CYO Office is happy to assist you with promoting your parish CYO programs as best as possible in the months leading up to each season. We recommend you begin promoting registrations each spring and encouraging families to register prior to the end of the school year. This will provide you with better information for planning.

We also understand that it can be difficult to promote fall sports during the summer months, when families are on vacation and often difficult to get a hold of. We encourage you to utilize parish resources such as your parish bulletin as well as setting up information in your parish gathering space after Masses. In addition, social media platforms and email marketing may be valuable ways to reach parish families. Contact the CYO Office for best practices or work with your parish office to determine the best way to reach families during the summer months.

Many parishes will also host a summer camp for each fall sport, which may be done but is the full responsibility of the parish and is not covered by CYO Insurance. In order to be compliant with CYO Rules of Competition, any camp must simply be open to any child within the parish and not include separation by teams or other practice elements. These camps should be designed to promote the upcoming sport and provide fun for children, rather than to gain additional practice time prior to the start of CYO practice.

3. Assign Coaches

Perhaps the most important part of your role as Director of Sports Ministry is to assign coaches who will be directly responsible for forming the children who register to participate. Per CYO Rules of Competition, CYO coaches must meet the following criteria:

SECTION I. QUALIFICATIONS: All CYO coaches must be Christian people of good character who: 1) have respect for the participants under their care as well as respect for other coaches, participants and officials; 2) consider participating above winning; 3) provide leadership, and an example of Christian sportsmanship.

Please see the "Requirements" in the "Setting Up the Year" section for more information on each general requirement. The Director of Sports Ministry is responsible for assuring that all coaches have completed the requirements above prior to submitting them on a team's roster. Any coach who is found to be missing a requirement will need to be replaced by an eligible coach or the team will be removed from competition as ineligible.

4. Pre-Participation Physical

All participants are required to submit a valid pre-participation physical form to the CYO office prior to participating in practices and games.

5. Set-up Try-out

If you have 14 or more girls in a grade participating in volleyball, we strongly recommend splitting into multiple teams in order to maximize playing time and create the best possible experience for the children involved. At older grades, this is traditionally completed by holding tryouts to determine skill level, then grouping girls on teams by skill level so that they can play in an appropriate league during the season and maximize their experience and potential. When hosting tryouts, the CYO Office strongly recommends having a panel of evaluators who come from outside the parish and have no relationship with any participants. As a best practice, find another CYO program who also needs to hold tryouts and "swap" coaches to use as evaluators during tryouts. This step is well worth the effort and will save everyone - parents, coaches, children and Directors of Sports Ministry - time and energy on the backend of the tryouts.

6. Set Practice Times/Location

Please clearly set practice times and location for your volleyball teams. Remember to clearly communicate all guidelines associated with use of the practice field. In addition, please consider parish conflicts as it relates to practice times for your team. For example, if you have a team with children who are enrolled in the parish School of Religion (formerly "CCD") program, please do not schedule them for practice on a night when they have these classes. Consult your parish office and school for conflicts before scheduling practices.

7. Submit Teams, Rosters, Gym Availability and Schedule Conflicts

The CYO Office will set the date that all teams, rosters, gym availability forms and schedule conflicts are due. These will be submitted via the spreadsheet provided electronically to all Directors of Sports Ministry prior to the start of practice for each season. Each year an updated spreadsheet will include dates for the season and tabs for all required materials. Please assure the following are included in your spreadsheet prior to submitting:

- Teams - Include team "name" and all coach information as required on the "teams" tab of the spreadsheet file for your season. Assure you have indicated which level you want this team to participate at. "A" is the highest level of play.
- Rosters - Please include each child's first and last name as well as coach information as required on the "rosters" tab of the spreadsheet file for your season.
- Schedule Conflicts - This is the team's only opportunity to provide schedule requests as a result of conflicts during the upcoming season. Please note that priority is given to any school or parish conflicts. Directors of Sports Ministry and coaches are responsible for contacting school and parish office prior to submitting rosters and conflicts. These conflicts will be accommodated as best as possible during the scheduling process for your sport.

8. Volleyball Pre-Season and Seeding

The first two weeks of the season will be played based on the levels the Parish Director of Sports Ministry submitted for each team to compete at. On the Monday following the end of the second week a seeding committee made up of Director of Sports Ministry (Sports Ministers) or Parish Representatives will meet to seed the teams according to performance in the first two weeks of play. This will be an attempt to fairly place the girls in divisions they can compete well and enjoy the CYO experience. The third week of the season will be played as scheduled from the start of the season and will not count against win/loss record for seeding in the Tournament. Only games played in weeks 4 through the final game will be used to determine postseason tournament rankings.

The CYO will host a postseason volleyball tournament to take place on the final Saturday of October each year. Each division will have a separate tournament and compete for the tournament championship during that day. Teams may opt-out of participation if they desire, though no refund will be given if this occurs.

8. Submit Scores

Coaches will be responsible for submitting scores during the season. After each game, a coach will receive an email from TeamSideline at the email address provided to our CYO Office on the team and roster submitted. The coach will simply need to click through the email and submit the score from the

game. The system requests scores from both coaches and posts once the scores agree. Standings will update automatically once scores are entered.

9. Operating Volleyball Matches

Schedule the gym staff (supervisor, admissions, scoreboard)

Open gym one (1) hour before first match

Things Needed: Game ball (Regular and Volley-Lite), scoresheets, pencils, guest player forms, ice, first aid kit and the location of the AED.

Grade School Basketball

Preparing for the Season Overview

1. Set Registration Fee with CYO office
2. Promote Registrations
3. Assign Coaches – assure the VIRTUS and Play Like A Champion requirements are up-to-date
4. Pre-Participation Physical – all participants must have a current PPE on file with the CYO office
5. Set-up try-outs, if necessary
6. Set Practice Times/Location
7. Submit Teams, Rosters, Gym Availability and schedule conflicts
8. Submit Scores
9. Operating Basketball Games

1. Setup Registration Fees with CYO Office

Please see “Registration” page in the “Setting up the Year” section of this manual for more information. Registration fees for all CYO sports are due to the CYO Office by May 1st of each year so that we can open early registration prior to the release of parish schools in mid-May.

2. Promote Registrations

See “Marketing and Promotion” section of this manual. The CYO Office is happy to assist you with promoting your parish CYO programs as best as possible in the months leading up to each season. We recommend you begin promoting registrations each spring and encouraging families to register prior to the end of the school year. This will provide you with better information for planning.

We encourage you to utilize parish resources such as your parish bulletin as well as setting up information in your parish gathering space after Masses. In addition, social media platforms and email marketing may be valuable ways to reach parish families. Contact the CYO Office for best practices or work with your parish office to determine the best way to reach families.

3. Assign Coaches

Perhaps the most important part of your role as Director of Sports Ministry is to assign coaches who will be directly responsible for forming the children who register to participate. Per CYO Rules of Competition, CYO coaches must meet the following criteria:

SECTION I. QUALIFICATIONS: All CYO coaches must be Christian people of good character who: 1) have respect for the participants under their care as well as respect for other coaches, participants and officials; 2) consider participating above winning; 3) provide leadership, and an example of Christian sportsmanship.

Please see the “Requirements” in the “Setting Up the Year” section for more information on each general requirement. The Director of Sports Ministry is responsible for assuring that all coaches have

completed the requirements prior to submitting them on a team's roster. Any coach who is found to be missing a requirement will need to be replaced by an eligible coach or the team will be removed from competition as ineligible.

4. Pre-Participation Physical

All participants are required to submit a valid pre-participation physical form to the CYO office prior to participating in practices and games.

5. Set-up Try-out

If you have 14 or more children in a grade participating in basketball, we strongly recommend splitting into multiple teams in order to maximize playing time and create the best possible experience for the children involved. At older grades, this is traditionally completed by holding tryouts to determine skill level, then grouping children on teams by skill level so that they can play in an appropriate league during the season and maximize their experience and potential. When hosting tryouts, the CYO Office strongly recommends having a panel of evaluators who come from outside the parish and have no relationship with any participants. As a best practice, find another CYO program who also needs to hold tryouts and "swap" coaches to use as evaluators during tryouts. This step is well worth the effort and will save everyone - parents, coaches, children and Directors of Sports Ministry - time and energy on the backend of the tryouts.

New for the 2016-2017 year, parishes may schedule tryouts to take place the week following the conclusion of the fall seasons (with the exception of All Saints Day November 1st, a Holy Day of Obligation in the Catholic Church). This will allow you to be more prepared to begin practice when official practices can begin following that week. See calendar for specific dates each year.

6. Set Practice Times/Location

Please clearly set practice times and location for your basketball teams. Remember to clearly communicate all guidelines associated with use of the practice field. In addition, please consider parish conflicts as it relates to practice times for your team. For example, if you have a team with children who are enrolled in the parish School of Religion (formerly "CCD") program, please do not schedule them for practice on a night when they have these classes. Consult your parish office and school for conflicts before scheduling practices.

Due to the large number of basketball participants in many of our schools, CYO has also secured the option for those located in Shawnee Mission School District to pay for additional practice time in public school gyms. The Executive Director of CYO will communicate the dates and deadlines to submit your request for this time. For schools located in Blue Valley School District, the process for securing public gym time is set as a lottery/draft style and requires that you register and complete this process with an individual from the specific team that will be using the facility. Please see their website or contact their facility office for more details. Please also feel free to contact the CYO Office with any questions about securing outside gym space for your teams.

7. Submit Teams, Rosters, Gym Availability and Schedule Conflicts

The CYO Office will set the date that all teams, rosters, gym availability forms and schedule conflicts are due. These will be submitted via the spreadsheet provided electronically to all Directors of Sports Ministry prior to the start of practice for each season. Each year an updated spreadsheet will include dates for the season and tabs for all required materials. Please assure the following are included in your spreadsheet prior to submitting:

- Teams - Include team "name" and all coach information as required on the "teams" tab of the spreadsheet file for your season. Assure you have indicated which level you want this team to participate at. "A" is the highest level of play.
- Rosters - Please include each child's first and last name as well as coach information as required on the "rosters" tab of the spreadsheet file for your season.
- Schedule Conflicts - This is the team's only opportunity to provide schedule requests as a result of conflicts during the upcoming season. Please note that priority is given to any school or parish conflicts. Directors of Sports Ministry and coaches are responsible for contacting school and parish office prior to submitting rosters and conflicts. These conflicts will be accommodated as best as possible during the scheduling process for your sport.

8. Basketball Pre-Season and Seeding

The first three weeks of the season (December) will be played based on the levels the Parish Director of Sports Ministry submitted for each team to compete at. On the Monday following the end of the third week a seeding committee made up of Director of Sports Ministry (Sports Ministers) or Parish Representatives will meet to seed the teams according to performance during this preseason. This will be an attempt to fairly place the children in divisions they can compete well and enjoy the CYO experience. Following the Christmas break, games will resume in January with the Regular Season based on the new divisions set by the CYO Basketball Seeding Committee.

This committee is also responsible for seeding teams after Week 6 of the Regular Season for the CYO Grade School Postseason Tournament. This will take place over two weeks at the end of February and beginning of March each year, ending the week prior to Spring Break for most parishes. Teams will be able to opt-out per CYO Rules of Competition should they desire, but no refund will be given for choosing not to participate.

8. Submit Scores

Coaches will be responsible for submitting scores during the season. After each game, a coach will receive an email from TeamSideline at the email address provided to our CYO Office on the team and roster submitted. The coach will simply need to click through the email and submit the score from the game. The system requests scores from both coaches and posts once the scores agree. Standings will update automatically once scores are entered.

9. Operating Basketball Games

Schedule the gym staff (supervisor, admissions, scoreboard)

Open gym one (1) hour before first match

Things Needed: Game ball (27.5 and 28.5 sizes), scoresheets, pencils, guest player forms, ice, first aid kit and the location of the AED.

High School Basketball

Preparing for the Season Overview

1. Promote Registrations
2. Assign Coaches – assure all coaches are VIRTUS trained.
3. Pre-Participation Physical – all participants must have a current PPE on file with the CYO Office.
4. Uniform Requirement
5. Set Practice Times (if Necessary)
6. Submit Teams, Rosters, and Schedule Conflicts
7. Submit Scores
8. Postseason Tournament
9. Operating High School Basketball Games

1. Promote Registrations

The fee for all participants in CYO High School Basketball is \$800 per team, to be divided by team members at the discretion of the parish and/or team. In addition, each child must pay the \$40 online registration fee and be sure to register online prior to being included on a roster.

See “Marketing and Promotion” section of this manual. The CYO Office is happy to assist you with promoting your parish CYO programs as best as possible in the months leading up to each season. We recommend you begin promoting registrations each spring and encouraging families to register prior to the end of the school year. This will provide you with better information for planning.

We encourage you to utilize parish resources such as your parish bulletin as well as setting up information in your parish gathering space after Masses. In addition, social media platforms and email marketing may be valuable ways to reach parish families. Contact the CYO Office for best practices or work with your parish office to determine the best way to reach families.

CYO will also be marketing and promoting the high school basketball program through our area Catholic High Schools.

2. Assign Coaches

Perhaps the most important part of your role as Director of Sports Ministry is to assign coaches who will be directly responsible for forming the children who register to participate. Per CYO Rules of Competition, CYO coaches must meet the following criteria:

SECTION I. QUALIFICATIONS: All CYO coaches must be Christian people of good character who: 1) have respect for the participants under their care as well as respect for other coaches, participants and officials; 2) consider participating above winning; 3) provide leadership, and an example of Christian sportsmanship.

Please see the “Requirements” in the “Setting Up the Year” section for more information on each general requirement. The Director of Sports Ministry is responsible for assuring that all coaches have completed the requirements prior to submitting them on a team’s roster. Any coach who is found to be missing a requirement will need to be replaced by an eligible coach or the team will be removed from competition as ineligible.

3. Pre-Participation Physical

All participants are required to submit a valid pre-participation physical form to the CYO office prior to participating in practices and games. An existing PPE Form from the child’s participation in their interscholastic high school sports will work for this requirement, though we need to have a copy submitted to the CYO Office prior to the season.

4. Uniform Requirement

The CYO High School Basketball program has a different set of uniform requirements than grade school. Teams must either wear the official team uniform of the parish sponsoring their team (per Grade School requirements) or the official CYO High School Basketball uniform provided by Jock’s Nitch. Please see the Rules of Competition for more information.

5. Set Practice Times

Though it’s not required, some schools will set aside time in their gym for high school teams to practice each week. This is entirely up to the parish based on your gym availability. The CYO High School Basketball league is designed to be available to all participants such that they do not need to practice as a formal grade school team would. Please communicate with your teams clearly as to the availability and expectations surrounding this time.

6. Submit Teams, Rosters, and Schedule Conflicts

For the High School Basketball program, the CYO Office has two separate dates for when teams, rosters and schedule conflicts are due. Teams wishing to participate in the full season must submit their information by the deadline listed on the CYO Calendar in November. However, teams may also be added for the Regular Season that begins in January each year. These teams pay the same rate and follow the same process, but miss the first three “preseason games.” This late registration deadline is the Friday preceding the third weekend of the preseason in December. Many teams take advantage of this late registration each year, which is particularly useful for kids who participated in varsity team tryouts but did not make the team. Please see Rules of Competition for more information.

The CYO Office will set the date that all teams, rosters, gym availability forms and schedule conflicts are due. These will be submitted via the spreadsheet provided electronically to all Directors of Sports Ministry prior to the start of practice for each season. Each year an updated spreadsheet will include dates for the season and tabs for all required materials. Please assure the following are included in your spreadsheet prior to submitting:

- Teams - Include team “name” and all coach information as required on the “teams” tab of the spreadsheet file for your season. Assure you have indicated which grade in high school the team is in, as this grade will be the league in which they will participate. For teams with boys or girls across multiple grades, the team must participate at the higher grade level.
- Rosters - Please include each child’s first and last name as well as coach information as required on the “rosters” tab of the spreadsheet file for your season.
- Schedule Conflicts - This is the team’s only opportunity to provide schedule requests as a result of conflicts during the upcoming season. Please note that priority is given to any school or parish conflicts. Directors of Sports Ministry and coaches are responsible for contacting school and parish office prior to submitting rosters and conflicts. These conflicts will be accommodated as best as possible during the scheduling process for your sport. Please do not forget to review the high school calendar for your team members’ high school to assure any conflicts from those are included.

7. Submit Scores

Coaches will be responsible for submitting scores during the season. After each game, a coach will receive an email from TeamSideline at the email address provided to our CYO Office on the team and roster submitted. The coach will simply need to click through the email and submit the score from the game. The system requests scores from both coaches and posts once the scores agree. Standings will update automatically once scores are entered.

8. Postseason Tournament

All High School Basketball teams will be automatically entered into the Postseason Tournament, the first round of which will take place after Week 6 of the Regular Season (February). Teams will be seeded in each grade based on records following Week 5 of the regular season. Games will take place over two weeks in a single-elimination style tournament.

9. Operating High School Basketball Games

The CYO Office may request that you host high school basketball games in your gym based on the number of teams and necessary gym space. If this is the case, the CYO Office will pay for the supervisor, scorekeeper and clock operator during the high school games. These are most often assigned by the parish hosting games, though other arrangements may be made. The Director of Sports Ministry should submit payroll forms (available online) after the completion of these games and workers will be paid directly.

For any gym hosting high school basketball games, please assure you have the above workers as well as both boys and girls high school size basketballs (28.5 and 29.5, respectively) as well as scoresheets, pencils, guest player forms, ice, first aid kit and know the location of the building’s AED.

Track & Field

Preparing for the Season Overview

1. Set Registration Fee with CYO office
2. Promote Registrations
3. Assign Coaches – assure the VIRTUS and Play Like A Champion requirements are up-to-date
4. Pre-Participation Physical – all participants must have a current PPE on file with the CYO office
5. Set Practice Times/Location
6. Submit Team Sizes and Rosters
7. Provide Meet Schedule to Parents
8. Results are posted on the website 24-48 hours after the completion of the meet. No results are available at the meet with the exception of preliminary results at the City Finals Meet, where those results impact seeding for the finals.

1. Setup Registration Fees with CYO Office

Please see “Registration” page in the “Setting up the Year” section of this manual for more information. Registration fees for all CYO sports are due to the CYO Office by May 1st of each year so that we can open early registration prior to the release of parish schools in mid-May.

2. Promote Registrations

See “Marketing and Promotion” section of this manual. The CYO Office is happy to assist you with promoting your parish CYO programs as best as possible in the months leading up to each season. We recommend you begin promoting registrations each spring and encouraging families to register prior to the end of the school year. This will provide you with better information for planning.

We understand it can be difficult to promote CYO Spring Sports with many families going on a Spring Break vacation. For this reason, we would strongly suggest you begin promoting in February during basketball season. We encourage you to utilize parish resources such as your parish bulletin as well as setting up information in your parish gathering space after Masses. In addition, social media platforms and email marketing may be valuable ways to reach parish families. Contact the CYO Office for best practices or work with your parish office to determine the best way to reach families.

3. Assign Coaches

Perhaps the most important part of your role as Director of Sports Ministry is to assign coaches who will be directly responsible for forming the children who register to participate. Per CYO Rules of Competition, CYO coaches must meet the following criteria:

SECTION I. QUALIFICATIONS: All CYO coaches must be Christian people of good character who: 1) have respect for the participants under their care as well as respect for other coaches, participants and officials; 2) consider participating above winning; 3) provide leadership, and an example of Christian sportsmanship.

Please see the “Requirements” in the “Setting Up the Year” section for more information on each general requirement.

The Director of Sports Ministry is responsible for assuring that all coaches have completed the requirements above prior to submitting them on a team’s roster. Any coach who is found to be missing a requirement will need to be replaced by an eligible coach or the team will be removed from competition as ineligible.

4. All participants must have a current Pre-Participation Physical form on file with the CYO office prior to participating in practice or meets.

5. Set Practice Times/Location

Please clearly set practice times and location for your track practices. Remember to clearly communicate all guidelines associated with use of the practice location. In addition, please consider parish conflicts as it relates to practice times for your team. For example, if you have a team with children who are enrolled in the parish School of Religion (formerly “CCD”) program, please do not schedule them for practice on a night when they have these classes. Consult your parish office and school for conflicts before scheduling practices.

6. Submit Teams, Rosters and Schedule Conflicts

The CYO Office will set the date that all teams, rosters and schedule conflicts are due. These will be submitted via the spreadsheet provided electronically to all Directors of Sports Ministry prior to the start of practice for each season. Each year an updated spreadsheet will include dates for the season and tabs for all required materials. Please assure the following are included in your spreadsheet prior to submitting:

- Teams - Include team “name” and all coach information as required on the “teams” tab of the spreadsheet file for your season. Track and Field team forms will also include a space for the number of participants in each grade, boys and girls. Please submit this information, as it is very important when scheduling track meets.
- Rosters - Rosters for CYO Track & Field are submitted in a manner that allows us to enter each child into our electronic system for meet results. As such, there is a free software that we will ask you to download and create rosters with each child’s participation (bib) number for track meets. The Executive Director will email updated instructions for this process in February, which simply involves submitting the roster information in a different format and exporting from that program to the CYO Office.

7. Provide Meet Schedules to Parents

Track and Field meet schedules will be available on-line at www.cyojwa.org. At least one week prior to the season we will post a schedule for the first three weeks, including track and work assignments

for each parish. Please review these carefully and note whether boys or girls are taking place in the morning/afternoon, as meets are separated for Weeks 1-3 by gender.

8. Results

Results are posted on the website 24-48 hours after the completion of the meet. No results are available at the meet with the exception of preliminary results at the City Finals Meet, where those results impact seeding for the finals.



CYO

2023-2024

Rules of Competition

A Manual for the CYO of Johnson & Wyandotte Counties
Revised August 1, 2023

Table of Contents

Article 1: Purpose.....	Page 2
Article 1i: Executive Board.....	Page 2
Article 1ii: Parish Director of Sports Ministry	Page 2
Article 1v: Programs	Page 3
Article v: Eligibility.....	Page 4
Article vi: General Rules of Competition.....	Page 6
Article vi1: Forfeit	Page 10
Article vii1: Protest.....	Page 11
Article 1x: Coaches	Page 12
Article x: Officials	Page 13
Fall Sports	
Cross Country	Page 15
Flag Football	Page 17
Tackle Football	Page 22
Volleyball.....	Page 29
Winter Sports	
Grade School Basketball	Page 32
High School Basketball.....	Page 36
Spring Sport	
Track and Field	Page 39

**CATHOLIC YOUTH
ORGANIZATION
ARCHDIOCESE OF KANSAS
CITY IN KANSAS
ATHLETIC PROGRAM**

*Changes for 2023-24 are Indicated in **Red**
*Clarifications for 2023-24 are Highlighted in **Yellow**

ARTICLE I – PURPOSE

SECTION 1. The purpose of the athletic program is to help youth grow in the image of Christ through athletic events; to assure its contestants and managers of complete honesty and fair play at all times; to provide proper safeguards for its contestants; and to cultivate the confidence of the general public in the integrity of the contest played under its sponsorship and supervision.

ARTICLE II – EXECUTIVE BOARD

SECTION 1. The Executive Board shall serve as final review and decision in disputes involving CYO athletic programs.

ARTICLE III – PARISH DIRECTOR OF SPORTS MINISTRY

SECTION 1. Each parish shall have a Director of Sports Ministry. The parish Director of Sports Ministry, whether appointed, elected, hired or volunteered, shall be the official parish representative to the CYO.

The parish Director of Sports Ministry must be a Christian person of good character who:

1. Has respect for participants under their care as well as respect for other parish Director of Sports Ministry, coaches, participants and officials.
2. Considers participating above winning.
3. Provides leadership and an example of Christian sportsmanship.
4. Any person convicted of or pleads guilty or nolo contendere (no contest) to, a misdemeanor or felony shall not be permitted to be a parish Director of Sports Ministry unless approved by the CYO Executive Board.

SECTION 2. Directing the parish programs and ensuring that the parish is in compliance with the CYO rules and By-laws is the responsibility of the parish Director of Sports Ministry. The parish, to be considered in good standing, is responsible for compliance with all CYO rules and By-laws.

SECTION 3. The parish Director of Sports Ministry shall be a voting member of the CYO Parish Director of Sports Ministry Organization. A parish, by Executive Board ruling, not in good standing, may have voting privileges suspended. This includes, but is not limited to, not presenting and/or discussing rule change proposals, and not voting for Executive Board Members. Upon their return to good standing voting privileges will be reinstated.

SECTION 4. A parish that is not in good standing may be disqualified as a participating member of the CYO by the Executive Board. A disqualified parish may be reinstated when found to be in compliance with CYO Rules and By-laws.

SECTION 5. The parish Director of Sports Ministry shall attend all Director of Sports Ministry's meetings as called by the Executive Director. In addition, the parish Director of Sports Ministry is required to complete the initial Play Like a Champion "Sports as Ministry" workshop.

SECTION 6. The parish Director of Sports Ministry coordinates the sports program on the parish level. The parish Director of Sports Ministry shall have the authority to make decisions concerning who will coach and which team the coach is permitted to coach. The parish Director of Sports Ministry needs to secure and be responsible for coaches of the parish teams. The parish Director of Sports Ministry should make necessary coaching changes when the coach's attitude or actions are not conducive to the CYO philosophy.

SECTION 7. Parents enroll participants in a CYO sports program, not for a specific team. The parish Director of Sports Ministry has the authority to make final decisions concerning participants assigned to teams.

SECTION 8. The parish and parish Director of Sports Ministry shall provide a gymnasium supervisor for all CYO activities contested in their gymnasium. The supervisor shall be at least 21 years of age and have an adequate understanding of CYO rules and expectations. The supervisor will not operate the scoreboard, keep score, work the concessions or take money at the gate (exception if the entire playing floor is visible from the concession area or if the entire playing floor is visible from the table at the gate). The supervisor's responsibility is to supervise and aid in the administration of the contests played in his or her gymnasium. The lack of an adult supervisor may result in a reduction of games scheduled in that gymnasium.

SECTION 9. The parish Director of Sports Ministry will receive all schedules, schedule changes, and information concerning CYO sports from the CYO office. It is the responsibility of the parish Director of Sports Ministry to inform his/her coaches and managers of schedule changes and communications that concern his/her coaches and managers.

ARTICLE IV – PROGRAMS

SECTION 1.

CYO sports leagues:

Tackle football (boys only 5TH–8TH grade),

Flag football (boys 2nd grade–5th grade, girls 3rd–8th grade),

Volleyball (girls only 3rd-8th grade),
Cross country (boys and girls/3rd-8th grade),
Basketball (boys and girls/3rd-8th grade),
Track & field (boys and girls/3rd-8th grade),
High School Basketball (boys and girls 9th-12th grades).

SECTION 2. While a student is a member of a CYO athletic squad he/she may not be a member of another CYO squad in the same sport. A squad is considered one team on one roster. (Exception: football may not participate on an outside team or as individual competitor in the same sport.)

SECTION 3. The parish must accommodate all students in grades three through eight who register for a program offered by the parish. If a parish does not place all registered participants for a program on one of the parishes teams then that parish shall not be permitted to enter any teams in that program in CYO competition.

The 3rd and 4th grade program are primarily for instructional purposes. **For all sports outside of football, 4th graders can play at the 5th grade level as needed to field teams. The CYO requires that all parishes with multiple teams in 3rd grade and 4th grade separate those teams as evenly as possible through evaluation. Independently formed teams are not allowed.**

The parish Director of Sports Ministry shall have the authority to place individuals on teams within the parish to maximize the effectiveness of the program to provide a positive athletic experience for the greatest number of participants in that program.

1. All 3rd and 4th grade teams with 6 or 7 players may have players rotate (cannot be the same player every week) between rosters if there are sick or absent players on the team. (This way teams with 10-14 players have an option to split teams and allow the children more playing time in the instructional level).
2. If a parish offers a basketball or volleyball program, then any combination of third through eighth grades participants shall be permitted to be placed on teams to accommodate all registered participants.
3. Scores and standings for the third and fourth grade programs will not be recorded or posted by the CYO.

ARTICLE V – ELIGIBILITY

SECTION 1. In order to participate in the athletic program sponsored by the CYO, each member must be registered with the school or parish they represent or meet the requirements of the Unaffiliated Participant as outlined in Section 4e below.

SECTION 2. Being registered means that an individual CYO member has on file with the regional CYO Office a current CYO registration.

SECTION 3. All contestants in the grade school program must be within the age limit as of September 1st of the current school year hereinafter set forth.

1. Any child who has reached the third (3rd) grade by September 1st of the current school year will be eligible to participate in athletics.

2. In the third grade, a child must not have reached his/her tenth birthday; Fourth grade –

Eleventh; Fifth grade – Twelfth; Sixth grade – Thirteen; Seventh grade – Fourteen; Eighth grade – Fifteen.; High School – Nineteen

3. AGE REQUIREMENT HARDSHIP APPEAL – (exceeding age requirement only) – The Executive Board may waive provisions of the age requirement rule, provided, through a personal interview of the student and parent(s), the following criteria are met:
 - a. A maximum of 5 months from (b.) listed above will be considered.
 - b. Hardship letter of request must be submitted by the parent(s) and the specific sports must be identified.
 - c. Student’s physical or mental maturity would not take advantage of or jeopardize the health and safety of other participants.
 - d. If the Executive Board declares the student eligible, he or she shall be eligible upon notification and ONLY for the sports programs approved.

SECTION 4. All contestants participating in the grade school CYO program must be members of the parish or attend the parish school of the parish they represent.

1. For Territorial Parishes, those residing within the boundaries of the parish.
2. For National Parishes, those of the particular nationality who reside within the diocese and are not subject to boundaries.
3. If a player starts the schedule with a parish team and later moves out of the parish, then he/she may complete the season with the parish provided he/she has played at least three games while still a resident thereof, or he/she may transfer to the team of his/her new parish.
4. If a student(s) and parent(s) are not members of the parish or the student(s) does not attend the parish school, but the parent(s) is employed by the parish, the parent(s) may seek a waiver of the parish membership or school attendance requirement by appeal to the Executive Board. The parent(s) must submit in writing the request to the Executive Board. Any student declared eligible shall be considered in attendance of the parish school and/or a member of the parish in which the parent(s) is employed.
5. If a student is not a registered member of the parish or parish school, he or she may still participate in CYO as an “Unaffiliated Participant” provided the following requirements are met:
 - a. The child is sponsored by the parish, meaning that he or she is approved by the Pastor and Director of Sports Ministry (Athletic Director), and the Tackle Football pod coordinator, if applicable, to be placed on a parish team.
 - b. The child/parents must complete the application for unaffiliated participation online by the deadline as published on the CYO website. Application must include electronic signature approval by the Director of Sports Ministry and Pastor of the sponsoring parish. In lieu of Pastor being available for an extended period of time (i.e., vacation or extended trip), an Associate Pastor and Business Administrator may be used.
 - c. The application must be approved by the Faith & Spirit Committee of the CYO Executive Board. This approval may be done by electronic means, or the Committee may request an in-person hearing if necessary.

SECTION 5. Any child who otherwise meets all requirements of eligibility but is prohibited from competing due to the failure of his/her parish to field a team must submit his/her name to

the CYO office for assignment to another parish team for competition before deadlines for each sport as set forth by the Executive Board and shown on the official CYO calendar. For players affiliated with a parish that do not have a grade level team, the parents must contact CYO to request assignment to another parish. The CYO office will make the determination as to where the player will be assigned.

1. A student assigned to an outside parish for participation is considered a member of that parish only for the activity requested and granted for the remainder of his or her elementary school CYO participation. If the parish in which the student is a member and or attends the parish school provides a team for the student to participate; the student will have a one-time option to remain with the assigned parish or return to the student's home parish.

ARTICLE VI - GENERAL RULES OF COMPETITION

SECTION 1. Junior high school rules in the state of Kansas are used as guidelines to be followed in the grade school programs, except where provisions may conflict with the conditions which cannot be overcome without undue hardship to any team or official.

SECTION 2. Senior high school rules in the state of Kansas are used as guidelines to be followed in the high school programs, except where provisions may conflict with the conditions which cannot be overcome without undue hardship to any team or official.

SECTION 3. Any player, manager, coach or spectator ejected from any contest sponsored by the CYO for assaulting physically or verbally, or in an obscene manner any other player, manager coach or official, will be automatically suspended for the remainder of the season. Being suspended includes not attending any CYO sponsored events. The suspended person must appear before an appropriate committee of the Executive Board to seek reinstatement. The suspended person must be granted a hearing within ten (10) days following the request.

1. APPEAL: If a player, manager, coach is suspended he/she has the right of appeal. The notice of appeal must be received in the CYO office not later than noon on the Wednesday following the ejection.

SECTION 4. Any player, manager, coach or spectator who is ejected from any contest sponsored by the CYO for any reason other than stated in Section 3, shall be suspended for one (1) game. Being suspended includes not attending any CYO sponsored events for the week the suspension is in effect.

APPEAL: If a player, manager, coach is suspended he/she has the right of appeal. The notice of appeal: a written explanation why the suspension should not be imposed, via email, to the CYO Board: executiveboard@cyoiwa.org) must be received no later than noon on the Wednesday following the suspension notice by the CYO Director. The

suspension shall NOT be imposed until the appeal has been reviewed by the Protest Committee. After the Committee review, a final decision will be made and the suspended individual will be informed prior to the next game he/she is participating in. The decision of the protest committee is not limited to a one (1) game suspension and is FINAL. EXCEPTION: No appeal granted for tournaments and the suspension will be imposed immediately.

SECTION 5. The CYO prohibits the use, sale or possession of alcohol, cereal malt beverage, illegal drugs or narcotics while a member of a CYO team. Any player, manager, coach or parent using or in the possession of alcohol, cereal malt beverage, illegal drugs or narcotics while in the area of members of a CYO team practicing or competing in a contest will be liable to suspension from the CYO.

SECTION 6. The CYO prohibits the use of any performance enhancement drug or medication by any player, except prescribed as medically necessary by a medical doctor. Violators are subject to suspension from the CYO.

SECTION 7. Teams dropping out: If any team drops out of the league or is suspended from competition, games played by such teams will be treated as follows:

1. All completed rounds or scheduled games will stand as played – this includes forfeitures.
2. Should a team drop out before completing a specific round of play, all games in the round will be declared victories for the scheduled opponents.
3. All scheduled games forfeited will be liable for forfeiture fine of \$50 per contest.

SECTION 8. SUPERVISION: It is required that every CYO team be accompanied to all competition by a coach or adult supervisor who shall be responsible for the team conduct and the conduct of the team members' parents and followers. The absence of the adult supervisor is not grounds for protest. However, lack of supervisor, and/or unsportsmanlike conduct by the coach, players, players' parents, or team followers will make the group liable to suspension. An adult is defined as someone 21 years of age.

SECTION 9. CHEERLEADERS SHALL NOT BE ADMITTED TO ANY CYO SPONSORED ATHLETIC CONTEST. Exception; PLKC and KCFC can have cheerleaders at CYO venues. The Cheer squads are not allowed to taunt opposing team and performance and attire must be modest.

SECTION 10. GRADE SCHOOL UNIFORMS: Legal uniforms as prescribed by the NFS HSA are required with the following exceptions. Only school or parish names or logos are permitted on team uniforms at the grade school level of competition. Teams who have purchased uniforms before rule changes may compete with those uniforms until uniforms need to be replaced based on budget.

1. Teams shall have ONLY LEGAL NUMBERS (numeric numbers between 0-5 only between 0-55) on uniform shirts.
2. Uniform shorts, for boys and girls, are to be loose fitted with an inseam of 5" or longer. Compression shorts, bun huggers, etc. shall not be used as uniform shorts. Legal compression shorts may be worn under uniform shorts. Shorts must be worn over leggings/tights.
3. GIRLS' TANK TOPS: If the uniform shirt worn by a female athlete is of the boy's tank top style a t-shirt must be worn (this is for modesty reasons). If the uniform worn by a female athlete is a properly fit girls cut tank top where no undergarments are visible, no t-shirt is required. T-shirts must be white or the same color as the jersey, short sleeve or

tank top style and unadorned. All players from the same team with visible t-shirts

outside the jersey must wear the same color t-shirt.

4. Boys' undershirt must be legal (NFSHSA) with the exception that white or same color undershirts are acceptable. All team members with undershirts must have the same color.
5. If a team does not meet these requirements, the opposing team will be given a technical shot and the opposing team will be given ball to start the game. The Technical foul will not be recorded as a team foul.
6. COLOR OF JERSEY: It is recommended that each team is to provide two jerseys or one reversible jersey— one white and one solid color. Teams shall wear these jerseys as described below. Any team that fails to comply with this regulation shall be required to change into whatever is available at the gym. If both teams have solid colored jerseys and the officials can distinguish between teams, no change is required.
7. CYO Football – During the regular season, the team listed as the home team shall wear the solid colored jersey. The team listed as the visiting or away team shall wear the white jersey. During playoffs, the higher seeded team shall wear the solid colored jersey with the lower seeded team wearing the white jersey.
8. CYO Basketball and Volleyball – During the regular season, the team listed as the home team shall wear the white jersey. The team listed as the visiting or away team shall wear the solid colored jersey. During tournaments, the higher seeded team shall wear the white jersey with the lower seeded team wearing the solid colored jersey.

SECTION 11. Tasteful signs and banners that are approved by Pastor and Director of Sports Ministry shall be allowed in parish gyms during CYO competition. This includes sponsor, parish and school signage. Non-permanent signs, posters and banners brought in from the outside and not formally approved by Pastor and Director of Sports Ministry shall not be allowed. Violations of this rule will make the group liable to suspension and/or forfeiture of contest.

SECTION 12. TAUNTING – During a CYO contest, when the ball is alive or dead and/or if the clock is running or stopped, players on the playing surface or team bench area, are prohibited from using organized chants or cheers in unison by team members that might be construed as TAUNTING. Coaches who permit his or her team to engage in such organized chants or cheers by team members during a contest are liable to suspension.

SECTION 13. The CYO athletic program does not permit girls and boys to compete with or against one another.

SECTION 14. MINIMUM GAMES GRADE SCHOOL The CYO will make every effort to provide the maximum number of games possible for each parish team within its respective season; this is not always possible due to league size, weather, or other factors beyond CYO control. The following are the minimum number of regular season games (post season included for tackle football)/matches guaranteed to be scheduled by CYO for teams in each sport:

1. Cross Country – 3 meets
2. Tackle Football – 6 games including post season

3. Flag Football – 6 games

4. Volleyball – 12 matches
5. Basketball – 6 games
6. Track – 3 meets
 - a. A game is considered a single contest between two teams. A match is considered a set of three games played in sequence between two teams. A game/match scheduled but forfeited still applies to this guarantee.
 - b. Refund amounts, if applicable, will be defined and distributed to each parish at the end of the season.

SECTION 15. PLAYER ELIGIBILITY

1. All participants must be registered online by 11:59 pm on the date defined by the CYO office. These dates will be published on the CYO website.
2. Participants not registered by this deadline shall be assessed a late registration fee of \$25 per child.

EXCEPTIONS

1. Any child who becomes a new member of a parish or school during the season and is otherwise eligible based on the Rules of Competition shall be allowed to participate. The student must be submitted to the CYO office for approval.
2. The Executive Director may grant permission to individual participants for registration up until the second date (week) of competition for that sport (except Grade School Basketball). A request for this late registration must be made in writing by the parish Director of Sports Ministry and be received by the Executive Director no later than the regular season start date for games. Once the second game has been played, no exceptions shall be made.
3. **LATE REGISTRATION DEADLINES: Late registration for Tackle Football, Volleyball, and Grade School Basketball ends on the team file due date. Late registration for Cross Country and Track will be Friday prior to the 2nd meet. Late registration for Flag Football ends Friday on week two of the season.**
4. If a situation arises where due to extenuating, unforeseen or other circumstances would prevent the child from playing a sport and the timeline for enrollment has passed and no other exceptions are available, then a majority vote by the DSM's and a separate majority vote by the Executive Board shall be conducted to allow for player enrollment in that sport. The child's DSM shall initiate the request for vote which may be done in person or electronically.
 - a. All participants must be registered online by 11:59 pm on the date defined by the CYO office. These dates will be published on the CYO website.
 - b. Parishes must submit all teams, rosters, gym availability and schedule requests by the deadline dates as defined by the CYO office. Teams and requests not submitted via the official team form by this deadline will not be considered for participation.
 - c. In order to be considered for league schedules in CYO programs, all schedule requests must be submitted by Directors of Sports Ministry by the date that team lists are due to the CYO Office (Exception: requests for CYO Basketball Regular Season may be submitted by Friday of the final week of the preseason).

Though every attempt will be made to accommodate these requests, parish and school conflicts will be given priority over those of individual coaches, players or other team requests. Once this deadline has passed, only unforeseen parish or school

conflicts that arise will be considered for rescheduling games. Cancellations or schedule changes due to weather will be the only other exception.

SECTION 16. VIDEO OF CYO CONTESTS Video of CYO contests shall not be taken by a person who is not a coach of one of the teams involved, a parent or otherwise related to one of the game's participants, or an administrative member of the CYO Office. This video is to be used for personal use only and cannot be used for competitive purposes unless it falls within the parameters for video sharing as outlined below:

1. Video Sharing: Film of CYO contests may be shared for competitive purposes provided that video was taken by a coach or "representative" of the team participating in filmed game and is shared with an opposing coach following the same guidelines. A "representative" shall be considered any person filming a game at the request of the coach of a team participating in that game.
2. At no time shall any videos be shared in a public forum without the written consent of the CYO Office and subject to parents of all children involved. As such, all game film should be shared via secured channels accessible only to the two coaches exchanging film.

SECTION 17 GUEST PLAYERS For all basketball and volleyball competition, a player shall be allowed to participate as a guest player for another team at his or her parish provided that team participates at the same or higher level of competition. Players shall not be allowed to participate with a team at a lower level of competition. A player can only guest play on a given team up to three times per season, including tournament play. "Once" shall be defined as a single day of competition and may include multiple matches if occurring on the same day. EXCEPTION: High School Basketball players shall not be allowed to play a guest player during the postseason tournament. A team shall only be allowed a guest player if they have less than seven "rostered" players available in basketball or eight "rostered" players available in volleyball (i.e., teams using a substitute may have no more than two bench players including the sub(s)). A minimum of three players from the original roster must be present for the game to take place. An individual may participate as a guest player on multiple teams throughout a season, but only three times per team. Guest player rules as defined in this section shall apply to fourth graders participating as a guest player on a 5th grade team. Third and fourth grade players are otherwise restricted from being used as guest players on a fifth through eighth grade team. Guest player rules as defined in this section do not apply to High School Basketball. See the High School Basketball section, Rule 2, for the High School basketball substitute player rule

SECTION 18 CONCUSSION MANAGEMENT PROTOCOL All coaches, parents and players must adhere to the CYO Concussion Management Protocol as outlined in the document/policy with that name online. Any athlete exhibiting signs, symptoms or behaviors of a head injury shall be immediately removed from a practice or game and enter into the guidelines and process outlined in the CYO Concussion Management Protocol.

ARTICLE VII – FORFEIT

SECTION 1. A parish unit will forfeit all contests in which an ineligible contestant has

participated. Each parish moderator, manager, coach or adult advisor is responsible for the eligibility of his/her own participants. All ineligible players and all adults who allow them to compete will be liable for a one-year suspension. If a player is found to be ineligible, the player fee is forfeited to CYO. The parish shall be assessed a \$50 fine for each ineligible participant.

SECTION 2. Forfeit time will be 15 minutes after the scheduled starting time except for High School Basketball, game time is forfeit time. A team that waits past the forfeit time for its opponent may not use lateness as grounds for protesting the results.

FORFEIT FINES GRADE SCHOOL:

1. Minimum fine of \$50 if contest is forfeited at least 72 hours' notice before scheduled contest.
2. \$75 fine, less than 72 hours' notice or an attempt is made but does not have enough players or is past forfeit time and forfeits a scheduled contest.
3. \$100 fine is charged to any team that does not show for a scheduled game and the team is charged with a forfeit.

SECTION 3. Volleyball with fewer than eight players and basketball teams with fewer than seven participants on their official CYO roster will incur the following fines for three categories: (1.) \$75, (2.) \$125, (3.) \$150.

SECTION 4. All forfeits that occur will be reviewed at the end of the season by the CYO office. Applicable fines can be applied to parish reimbursement.

ARTICLE VIII – PROTEST

SECTION 1. If, for any reason, during the course of a contest, the coach of either team involved wishes to protest the performance of the contest, he must inform the official in charge that he/she is protesting the contest. The coach must indicate, in writing, on the front of the score sheet, the reason for the protest. The coach and the official in charge must affix their signature on the score sheet indicating that the reason for the protest is clear. The protest must be made during the course of the contest. A protest made after the conclusion of the contest is not valid.

SECTION 2. A protest must be submitted via email to the CYO Executive Director within 48 hours after the completion of the contest involved.

SECTION 3. The protest may be submitted only by the coach and must be signed by the parish Director of Sports Ministry. The one submitting the protest must, in the original email, enumerate all the grounds on which they are basing their protest and indicate all the facts and information they have to support their claim. Decision will be given only on the grounds mentioned in the email.

SECTION 4. When a protest is received, the opposing team will be immediately informed and will have 48 hours in which to submit an answer.

SECTION 5. By the very fact of submitting a protest, the protesting group agrees to abide by the

decision of the protest committee.

ARTICLE IX - COACHES

In response to the United States Catholic Conference of Bishops' Charter to protect children, the Archdioceses of Kansas City in Kansas requires that all adults, both employees and volunteers who work with children must undergo VIRTUS, Protecting God's Children, awareness training. This includes all coaches, assistant coaches and coaching volunteers at any CYO practice, game or sponsored event. Any game played whose team has any coaches not VIRTUS trained will cause that team to be disqualified from further participation until such time when these requirements are met.

SECTION 1. QUALIFICATIONS: All CYO coaches must be Christian people of good character who: 1) have respect for the participants under their care as well as respect for other coaches, participants and officials; 2) consider participating above winning; 3) provide leadership, and an example of Christian sportsmanship.

SECTION 2. Any person convicted of or pleading guilty or nolo contendere (no contest) to, a misdemeanor or felony shall not be permitted to coach unless approved unanimously by the CYO Executive Board.

SECTION 3. HEAD COACH: The head coach must be an adult at least 21 years of age. The head coach is that person who has the responsibility for the team. The head coach is that person who is present nearly all of the time the team is together. Assistants to the head coach are the head coach's responsibility and should be secured by the head coach keeping in mind the qualifications for all CYO coaches.

SECTION 4. HEAD COACH MUST ATTEND THE PLAY LIKE A CHAMPION PROGRAM AS REQUIRED BY CYO. All head coaches must complete the Play Like a Champion Today "Sports as Ministry" program in order to coach a CYO team. Head coaches must complete the initial "Sports as Ministry" workshop and complete an "advanced workshop" every two years in order to maintain eligibility. Coaches who do not attend the workshop will not be allowed to coach a CYO sponsored team.

1. **FOOTBALL COACHING REQUIREMENT:** In addition to Play Like a Champion requirement for head coach, all CYO Tackle and Flag Football coaches, including assistants, are required to complete and maintain a minimum "Level 1 Certification" from USA Football. Level 1 Certification may be attained through a USA Football Coach Membership and completion of the Level 1 Certification requirements.

SECTION 5. MANDATORY PLAYING TIME: It is the responsibility of the coach to make sure that all players present in uniform be permitted to play a minimum of playing time set forth, unless

they are unable to play due to an injury or disciplinary reason. A member of the coaching staff must notify the scorers prior to the start of the contest of the players unable to play, unless the reason occurs during the game. The scorers shall record reported players unable

to play on the back of the score sheet, noting the time reported. See further details explained within each sport below.

SECTION 6. Any coach who removes his team from competition before the end of the contest is liable to suspension and must appear before the protest committee before the next scheduled contest to show cause. The protest committee will recommend disciplinary action, if any, to be taken to the CYO Executive Board. The CYO Executive Board will make final decisions regarding disciplinary action. If the coach fails to appear, he or she is automatically suspended and cannot coach in the CYO athletic program until he or she is reinstated by the CYO Executive Board. Any contest which involves a suspended coach will result in forfeiture for that team. Any further action, which might result in the suspension of a team, must be taken by the CYO Executive Board.

SECTION 7. It is the coaches' responsibility to lead or appoint a team member or assistant coach to lead a prayer before each contest that his/her team is listed last on the schedule. At the beckon of the official or officials, coaches of both teams are to bring their entire teams to the side of the field or playing floor where spectators are located. A coach or coaches will ask the crowd to stand and pray along with teams, then commence team prayer. When the prayer is completed, coaches and substitutes will return to their respective sidelines or benches, leaving starting teams with the officials to begin the contest.

SECTION 8. Any coach who does not enforce special CYO rules, which are exceptions to the National Federation of State High School Associations Rules, for his /her team shall be liable to suspension. It is unrealistic to expect officials to know and implement our special rules one hundred percent of the time. Any coach who claims that he/she did not know the rule or misunderstood the rule is liable too.

ARTICLE X – OFFICIALS

SECTION 1. When the contest is about to start, the officials are to beckon both teams with their coaches to the center of the field or court. The officials are to stay with the teams while the team listed last on the schedule leads both teams in prayer. When the prayer is completed, the coaches and substitutes leave the field or floor and the officials along with the starting teams begin the contest.

SECTION 2. If an official ejects anyone from a game for any reason, the official is required to state the reason for the ejection on the score sheet. The word ejection should be written on the score sheet. The reason should be explained at length, stating the particulars of the incident so appropriate action may be taken to ensure that the incident is not repeated in the future. The CYO director should be notified by email at admin@cyojwa.org as soon as possible after the conclusion of the contest. All Officials of the contest shall submit a written statement by email of their observation of the action that preceded the ejection and any actions that

followed the ejection to the CYO director within 48 hours of the conclusion of the contest.

SECTION 3. PROTEST: Officials are required to give the coach protesting the contest the time necessary to write the reason for the protest on the front of the score sheet. The official shall read

the statement and shall sign below the coaches' signature indicating that you are aware of the reason for the protest. To assist with the process we ask that the protesting coach also sends an email to CYO at admin@cyojwa.org.



CROSS COUNTRY

The Cross-Country program will consist of four meets held in the fall each year.

1. **ELIGIBILITY:** All eligible CYO participants may participate in Cross Country meets, including those also competing in another sport during the fall season.
2. **FIRST, SECOND AND THIRD MEETS:** All meets shall be divided into a “Third and Fourth Grade Start” time, a “Boys Start” time and a “Girls Start” time, to be posted on the season schedule. Third and fourth grade participants shall begin first with all participants awarded a “Participation” ribbon. For 5th – 8th grade, the first, second and third meets shall be individual competition with no team awards. Students in fifth/sixth and seventh/eighth will start at the same time within their gender group. Ribbons shall be awarded for top 10 places of each group for fifth through eighth grades.
3. **CITY MEET CHAMPIONSHIP:** Students must have competed in at least one of the three previous meets to be eligible to compete in the city meet. Parishes will be divided into classes “A”, “AA” and “AAA” based on parish participation in grades five through eight. Once a designation is defined for a parish team, it cannot be changed. All parishes will run at the same meet, with start times divided the same as earlier meets and results separated by class. Ribbons will be awarded for top 10 finishers of each gender, with trophies awarded to parish (team) for top three places of each gender in combined grades fifth/sixth and seventh/eighth. Four places from each team will score points toward team results in all classes. If at least three full teams are not available by scoring four places, then three places shall be scored. If three full teams are not available by scoring three places, then two places shall be scored. The Cross Country City Meet will occur on the 7th week of the Fall seasons, so as not to conflict with the championship contests of other sports the following weekend.
4. 3rd and 4th graders will run before City Meet. No trophies will be awarded.
5. Distances run for grades shall be as follows: All THIRD AND FOURTH GRADE participants shall run 800 meters (.5 miles). FIFTH AND SIXTH GRADE boys and girls shall run 1600 meters (1.0 miles). SEVENTH AND EIGHTH GRADE boys and girls shall run 2400 meters (1.5 miles).

6. RAIN-OUT: For any meet postponed due to weather, the makeup date for that meet shall take place when possible. For the first, second and third meets, if only one meet is postponed

due to weather, that meet may be cancelled and not made-up if accommodations cannot be made for course space.

7. UNIFORMS: Legal uniforms are required. Only students with legal uniform shirts issued by the parish, with parish colors, name or logo shall be permitted to compete (see General Rules). Hats and caps will be permitted per NFHS rules.
8. No jewelry, wristwatches, or electronic devices of any kind shall be allowed on the course during competition.
9. Records can be established in the city meet only.
10. The Administrator/Commissioner on duty at each meet shall have the final say in terms of participant eligibility or disqualification per CYO Rules of Competition.
11. MANDATORY PERSONNEL/VOLUNTEERS: Parish Director of Sports Ministry or coaches are to provide adult volunteers to assist during the meet.



CYO FLAG FOOTBALL

The following rules shall govern the CYO Flag Football program.

1. **ELIGIBILITY:** All boys entering 2nd Grade through 5th Grade and all girls in 3rd Grade through 8th Grade are eligible for participation.
2. **LEAGUE FORMATION:** Leagues will be formed by CYO office based upon teams registered for play. Leagues may be formed by single grade or by combining grades in both grade school. Only children in at least 4th grade may play “up” on 5th grade teams. To be determined prior to the season.
3. **FIELD SIZE:** Games shall be played on fields deemed appropriate and scheduled by CYO. Standard field size shall be 50 yards in length by 40 yards in width, with some fields varying based on age and existing dimensions. End zones shall be at least 8 yards in length on either side. The following additional rules apply to the field of play:
 - a. The area marked 5 yards out from each end zone shall be considered the “No Running Zone” and no running plays shall be executed by either team within this zone.
 - b. There shall be two lines marked at 18 yards out from each end zone (or adjusted for scale of field) that shall be considered “First Down” lines. See rules for completing first down.
4. **UNIFORMS:** The official uniform for teams shall be provided by the team’s sponsoring parish. It shall consist of shorts/pants and a t-shirt or jersey top; flag football uniforms must meet all other CYO uniform guidelines regarding design and modesty. Shirts must be tucked into shorts/pants at all times during competition.
 - a. Flags shall be provided by league for all contests. Players must wear flags as instructed, with belt properly fastened and flags clearly visible over child’s uniform. Teams may wear their own (CYO approved flags if the flags provided by the CYO are inadequate or insufficient.)
 - b. **OFFICIAL BALL** used for all CYO Flag Football games will be provided by CYO. All grades will use the Pee Wee size ball.
 - c. Shoes are required for participation. Cleats are allowed and must meet standard CYO requirements. Only football shoes with molded non-removable cleats or screw-in male plastic cleats without metal ends will be allowed. To be legal, cleats must not

exceed ½ inch in length and must be made of rubber type synthetic materials that are not abrasive and do not develop a deep, cutting edge.

- d. Players must remove all jewelry, including watches, earrings, or anything else deemed hazardous by CYO Officials or Administration. Soft braces are allowed provided child has

been cleared to participate with brace by a physician. Sleeves and tights must be white, black, beige or the predominant color of the player's uniform. Headbands, armbands and wristbands may also be worn provided they are white, black, beige or the predominant color of the player's uniform. If multiple players on the same team are wearing accessories they must all be the same color. Tape is allowed on the arm, fingers or ankles. Players may wear gloves and/or (soft) knee or elbow pads.

- e. Mouth guards are **highly recommended** for each player participating. These must be appropriate size and fit. Mouth guards must be plain; colors are allowed but there may be no logo, image or writing visible on the mouth guard at any time.
5. An adult supervisor shall be appointed by CYO and be present at each facility during games. The supervisor shall be the sole representative of the CYO Office and shall have final say in all decisions or disagreements before, during or after competition.
6. The head coach and a player from each team shall meet at midfield prior to each game for the coin toss. The team listed on the schedule as "visiting team" shall call the toss prior to the coin flip. Team winning the toss will receive the ball first with opposing team receiving ball first after halftime. Officials may address any special facility rules or appropriate game notifications at this time.
7. Each team shall have seven (7) players on the field of play at one time Teams may begin play with no less than **five (5)** players. Game time is considered forfeit time in all contests.
8. The game shall be played using the following rules and guidelines:
 - a. Teams shall start each possession at their offense's own 5-yard line, with the exception being that following interceptions teams shall take over at the spot where the player was ruled down. A player who intercepts the ball shall be allowed to return the interception and he shall be considered live until his flag is pulled, he scores a touchdown, or he is otherwise ruled down by the official.
 - b. Play will begin with the "center" snapping the ball to the "quarterback". The offensive team must have at least one player on the line of scrimmage at the snap on each play, with up to four players allowed on the line of scrimmage. The center must snap the ball through his legs and the ball must completely leave his hands.
 - c. Teams on offense shall have three downs to reach a first down marker or score a touchdown. First down markers shall be placed at approximately 18 yards out from each end zone, so that a team beginning on its own 5-yard line may get two first downs before scoring a touchdown. When a team reaches or passes the first down marker their downs shall "reset", and they shall have three more downs to reach the other first down marker or the end zone.
 - d. There shall be no punting or kicking in the game. Teams not reaching a first down marker in three attempts shall turn the ball over to the other team, who shall begin possession from their own 5-yard line.
 - e. The ball is considered a live ball when snapped and remains so until the ball carrier's flag has been pulled or the ball hits the ground and the official whistles the ball dead. A

player who catches the ball in the air is considered in-bounds if one foot touches in the field of play prior to the remainder of his body landing.

- f. There are no fumbles in the game. All “fumbles” shall be considered a dead-ball where the ball hit the ground and the offensive team shall retain possession. A fumble does not result in a turnover to the other team. A dropped exchange from the center to the quarterback (either direct snap or in shotgun) shall be considered a fumble.
- g. Any ball carrier whose flags fall off during the play, even accidental without a defensive play on the flags, shall be considered down at that spot.
- h. Each touchdown is worth six points. The team shall then have one attempt from the 5-yard line to reach the end zone worth another two points. The “No Running Zone” is not in affect during the two-point conversion attempt and teams may pass or run. Regardless of the play’s success, the opposing team shall start with ball at its own offensive 5 yard line following the two point conversion. An interception off a two point conversion may not be returned, and the play will be considered dead upon the defensive player taking possession.
- i. A touchdown, two-point conversion, and safety shall be the only scoring plays in the game. A safety is called when an offensive player is called down in his own end zone.
- j. All players on the field shall be considered eligible to throw, run or catch the ball on each play.
- k. Substitutions may be allowed on any dead ball.
- l. Blocking or screening of any kind is not allowed. An offensive player may not impede a defensive player’s path to the ball carrier, including when the defensive player is rushing the passer from a legal rushing position. Once the ball carrier crosses the line of scrimmage or receives a pass, all other offensive players should cease moving to avoid penalty.
- m. The quarterback may not run directly with the ball from the snap. He may handoff or lateral/pitch the ball to another player, as well as scramble behind the line of scrimmage, but cannot run directly. A player who takes a handoff or lateral behind the line of scrimmage may throw the ball. No handoffs or laterals are allowed once the ball carrier passes the line of scrimmage.
- n. One defensive player may rush the passer provided he begins the play at least 7 yards from the line of scrimmage on the defensive side of the ball. Any player beginning the play within 7 yards is not eligible to rush the passer. Once the quarterback has completed a handoff or lateral/pitch, all defensive players are eligible to cross the line of scrimmage. A player crossing the line of scrimmage may attempt to block a pass by jumping but may not come into contact with the passer at any time (results in Roughing the Passer penalty). A ball batted down will be considered a dead ball at that spot and remain with the offensive team provided it is not fourth down, regardless of whether it is a forward pass or pitch/lateral.
- o. Flag Guarding is considered an attempt by the ball carrier to impede the defensive players’ attempt to pull his flag. A ball carrier may not impede the defensive players’ attempt to pull his flag at any time through the use of hands, uniform or any other method of “guarding” the flags. However, the offensive player may spin and/or move laterally from left to right to avoid the flag pull, provided that they do not guard the flag in any other way. An offensive player may only leave his feet if it is clearly an attempt to avoid a collision without receiving a penalty, though he will be declared down at that spot.

p. Only one player is allowed “in-motion” at a time and all motion must be lateral to the line of scrimmage and not moving toward the line of scrimmage.

- q. Defenders may not tackle, hold, or dive at the ball carrier in anyway while trying to grab a flag.
9. Clock - Games are played with a 44-minute running clock and shall be split into two 22-minute halves. Halftime is 6-minutes. The official game clock shall be kept by the official(s). The clock shall only stop for timeouts, though the official(s) may stop the clock at any time at their discretion, including for injuries.
- a. Each team shall have one 1-minute timeout per half, for a total of two timeouts per game. Timeouts do not carry over to the second half if not used in the first half.
 - b. If the game ends in a tie, no overtime period shall be played .
 - c. Each team shall have 30 seconds from the end of the previous play to run a new play. Time shall be kept by the official and failure to run play shall result in “delay of game” penalty.
10. When a team is winning by 35 points or more in the second half, the trailing team is provided one more opportunity to score in order to continue regulation play. If the team does not succeed in scoring, the game is considered over at that point and scoring stopped at that time. However, if more than 10 minutes remains in regulation time at the point in which the game is stopped, the trailing team may have up to two consecutive offensive possessions as time allows in order to attempt to score. Each possession will last until the team scores, fails to reach a first down, or turns over the ball. Points are not counted toward the final score. The game shall end regardless of when full time has been reached.
11. Penalties and Yardage. Officials shall be the only individuals who may call penalties during the game. Their ruling is considered final and may not be argued or reviewed. Coaches arguing penalties may be given an unsportsmanlike conduct penalty.
- a. False Start results in a loss of five yards from the line of scrimmage.
 - b. Defensive Offside shall be called when any defensive player crosses the line of scrimmage at any time prior to the snap of the ball. The play shall be whistled dead at the time of the penalty and the penalty shall be five yards forward from the line of scrimmage.
 - c. Offensive Pass Interference results in a loss of five yards from the line of scrimmage and a loss of down.
 - d. Defensive Pass Interference results in the ball being placed at the spot of the foul and an automatic first down being given to the offensive team.
 - e. Illegal Motion is called when more than one person is moving prior to the snap on the offensive side of the ball. Results in a loss of five yards.
 - f. Illegal Blocking shall be called on any offensive player impeding a defensive player’s attempt at the ball carrier, either while rushing or pursuing a player beyond the line of scrimmage. The result shall be a loss of five yards and loss of down.
 - g. Flag guarding shall result in a loss of five yards from the spot of the foul and a loss of down.
 - h. Unsportsmanlike Conduct shall be called in the event of any unnecessary roughness or inappropriate behavior on behalf of players, coaches or fans. Any penalty called on coaches or fans shall be assessed to the team they represent. The penalty shall be a loss of ten yards from the spot of the foul and a loss of down. Two unsportsmanlike conduct

penalties on any individual will result in ejection from the contest and an automatic suspension from the next game (see General Rules of Competition).

- i. An Illegal Rush shall be called on any player who rushes from a starting point within 7 yards of the line of scrimmage. The penalty moves the offensive team five yards forward from the line of scrimmage.
 - j. Holding shall be called on any defensive player who holds an offensive player. The penalty shall be five yards from the end of the play and an automatic first down.
 - k. Roughing the Passer shall be called if contact is made with the quarterback in any way by the defensive player other than in pulling the quarterback's flag while he has the ball. The penalty shall be ten yards from the end of the play and an automatic first down.
 - l. An Illegal Flag Pull shall be called on any defensive player who pulls a player's flags before he receives the ball either through a pass or running play. This shall also be called on any defensive player who dives at the ball carrier in attempt to grab flags. Only the ball carrier may have his flags pulled during a play. An illegal flag pull results in a 10-yard penalty and automatic first down for the offensive team.
 - m. In the event the defensive player did not make a play on the flags of an offensive player, yet the flags fall off, an official may deem an illegal flag pull "inadvertent" at his discretion and may choose not to assess a penalty. Any receiver or ball carrier whose flags fall off "inadvertently" will be considered down at that spot. A receiver may catch the ball after his flags have fallen off but will be considered down immediately following the catch.
12. During Flag Football games, one coach from each team will be allowed on the field during play. This coach may instruct the participants on his or her team but may not interfere with play.



TACKLE FOOTBALL

The National Federation of State High School Associations' Rules will be used to govern play. The following exceptions have been approved by the CYO:

1. A Minimum of 15 players is required to enter a team in the CYO football program. The team listed as the home team on the schedule shall occupy the sideline opposite the press box or bleachers/primary viewing area; this team shall be responsible for leading the prayer before the game and for supplying the chain crew made up of three people 16 years of age or older.
2. Prior to the first game, each team will submit an official roster to the CYO Office that contains each player's name, jersey number, and official weight, with an "X" clearly marked next to any player exceeding the weight limit. A copy of this exact roster must be exchanged prior to each game by opposing head coaches and submitted with the play count sheets and score sheets following each game. Any changes made from the original roster should be clearly noted with the reason for that change listed next on the roster.
3. LENGTH OF GAME: The game shall be divided into four quarters. For 6th, 7th, and 8th grades, each game will consist of 10-minute quarters using a field clock for all games. For 5th each quarter will consist of eighteen (18) plays from scrimmage. A play shall be counted each time the ball is snapped from center from scrimmage; exclusive of kickoffs (including a free kick following a safety); and a try for extra point following a touchdown. The snap of the ball on the last play of the quarter equals time expired. For all grades, teams will have a 30 second play-clock, a 1-minute break between quarters, and a 11 minute half time including a 3 minute warmup.
4. GAME RECORD KEEPING 5th- Qualified persons (one from each team) working in unison, shall perform the following duties:
 - a. Record the number of plays in each quarter.
 - b. Inform the officials when a quarter is completed.
 - c. Record all scores.
 - d. Be responsible for score sheet being turned in to Field Supervisor, promptly after conclusion of the game. Play counter for each team must be together and located on the home team side. Play counts will be tracked on scoreboard. In the event that a facility cannot provide a scoreboard it will be kept on the field.

5. POINT SPREAD: For 7th – 8th grade, anytime a team has a 30 point or more advantage on its opponent in the 4th quarter, the officials shall run the clock with no stoppages but for time outs

and player injury, for the remainder of the game. For 5th – 6th grade, when a point spread of 40 points is reached at the end of the third quarter, or at any point during the fourth quarter, the game shall be stopped and declared complete.

6. The game shall be considered complete, and the results shall stand, if following the first half of play, the CYO director or the game officials stop the game.
7. NO pre-Snap FORWARD movement allowed by any player within two yards of the line of scrimmage. (Movement is defined as FORWARD movement by any player within the two yards limit prior to the snap of the ball to gain momentum.) Penalty: FIVE YARD - illegal procedure.
8. If a defensive player is inside the tackle box and on the line of scrimmage or within the 2-yard limit, they must be in a 3-point or 4-point stance. LB's can stand up in the gaps; but they need to be at least 2 yards off the LOS.
9. ILLEGAL PERSONAL CONTACT – Officials are instructed to use a quick whistle and no player shall:
 - a. Grasp an opponent's face mask or any edge of a helmet opening
 - b. Grasp an opponent's helmet to tackle an opponent
 - c. Grasp an opponent's helmet to throw the opponent, who is blocking
 - d. Spear, which is the intentional use of the helmet in an attempt to punish an opponent.
(This includes intentional contact with an opponent at the opponents' upper area of the shoulders and the head with the forearms and helmet.)
 - e. PENALTY: a.; b.; and c. 15-yard penalty. d. 15-yard penalty and disqualification.
10. Only football shoes with molded non-removable cleats or screw-in male plastic cleats without metal ends will be allowed. To be legal, cleats must not exceed ½ inch in length and must be made of rubber type synthetic materials that are not abrasive and do not develop a deep, cutting edge.
11. One overtime period shall be played if the game is tied at the end of regulation. If after one overtime period the game is tied, the game shall end and be recorded as tied. Exception – playoff games – play as many overtime periods as needed to declare a winner. The KSHSAA overtime procedure will be used for any overtime period. Each team gets the ball on the 10 yd line with four plays to score. Winner of coin toss decides who goes first.
12. JAMBOREE: League wide scrimmage, which is mandatory for all teams, will be held the second to last week of August. To participate in the Jamboree all players must weigh in.
13. WEIGHT LIMITS: 5th Grade – 112 lbs; 6th Grade – 126 lbs; 7th Grade – 145 lbs; 8th Grade – 162 lbs; 5th-6th Grade Combination 120 lbs; 7th-8th Grade Combination 153 lbs. Combined grade teams that play in single grade divisions will play at that division's weight limit. Weight Limits will be reviewed every 3 years.

14. WEIGH-IN: All players shall be weighed by the CYO director or his representative at least seven days before the first scheduled game. The first scheduled game, in most seasons, will be the Thursday immediately following Labor Day. Failure to be weighed in by this date will forfeit the individual's ability to participate during that season unless approved by the CFL. The official weigh in will be at the Jamboree. Each player shall be weighed wearing shorts and shirt for the first weigh-in. Players who are not weighed shall not be eligible to compete in the CYO football program.
15. Players who weigh less than 5 pounds under the weight limit at the pre-season weigh-in will be weighed at the scheduled re-weigh. This re-weigh will be scheduled for the week immediately preceding the beginning of the CYO Football Playoffs, with only participants on teams included in these playoffs required to attend. The time and date of this weigh-in will be determined by the Executive Director and communicated to teams within a reasonable amount of time prior to the re-weigh. In addition, with reasonable cause, the Executive Director reserves the right to call one additional, unannounced re-weigh at his discretion.
- a. Participants who weighed the following amounts during the initial preseason weigh in must re-weigh as described above: 5th Grade – 108-112 lbs; 6th Grade 121-126 lbs; 5/6th Grade – **116-120** lbs; 7th Grade – 141-145 lbs; 8th Grade – 158-162 lbs; 7/8th Grade – **149-153** lbs.
 - b. Players competing in all grades will be allowed a two-pound increase prior to the reweigh that takes place before playoffs. If a player chooses not to reweigh, they become an "X" automatically.
16. Restricted Ball Carrier (X-Head)
- a. Each team is permitted ONLY six (6) players who exceed the weight limit on the field at any one time.
 - b. Players exceeding the weight limit shall wear a helmet marked with contrasting color that extends the full length and width of the helmet. 2-inch tape or wider to be used on the helmet. Violations of this rule shall make the player ineligible for the contest until the helmet is properly marked.
 - c. Players exceeding the weight limit may intercept passes, receive short kicks and recover fumbles, but UNDER NO CIRCUMSTANCES SHALL THEY ADVANCE THE BALL MORE THAN A STEP BACKWARD OR LATERALLY TO PROTECT THEMSELVES.
Violations of this rule shall call for a penalty of fifteen yards from the point of possession. The BALL BECOMES DEAD when any player exceeding the weight limit gains possession, other than to be the kicker. Any player exceeding the weight limit playing any other position than those positions set forth shall constitute an illegal procedure calling for a five-yard penalty.
 - d. Offense Restrictions:
 - i) Players exceeding the weight limit may not carry, pass, or receive the football.
 - ii) Players exceeding the weight limit shall be restricted to middle line positions (center, guard, or tackle) on offense. They must be on the line of scrimmage and cannot line up outside of the tight end.
 - iii) No player exceeding the weight limit shall play the end position on the line on offense. They must be covered up by a non X Head on the line of scrimmage.

e. Offensive Exceptions:

- i) An offensive player who is a Restricted Ball Carrier may, without advancing the football, recover a fumble or bad snap at any place on the field.
 - f. Defense Restrictions.
 - i) Players exceeding the weight limit shall be restricted to line positions on defense.
 - ii) All linemen on defense are required to be in a three- or four-point stance prior to and during the snap of the ball. Failure of a player to be down in a three- or four-point stance shall constitute an illegal procedure calling for a five-yard penalty.
 - g. Defense Exception.
 - i) Those players exceeding the weight limit are allowed to line up at the defensive end position. Defensive ends are allowed to line up in the standing position.
 - h. Special Teams:
 - i) X Head is permitted to kick, punt or hold for field goal attempts.
 - ii) X Head for kickoff return must be no more than 10 yards off the line of scrimmage of kicking team.
17. A Student may not play/practice for another football team during the CYO football season which is posted on the calendar. If a student is found to be playing/practicing for another team during this period, then the TEAM will forfeit all CYO games the individual participated in.
18. Practice information and beginning date for conditioning and practice will be listed on the official CYO calendar and made known to Director of Sports Ministry prior to each football season. Practice shall be considered any time the team is together participating in a football activity and shall include viewing of film, drills, and all other football activities related to the team. Teams in fifth through eighth grades are limited to four practice sessions of ninety minutes each or three practice sessions of two hours each per week. A week shall be defined as seven days. For fifth through eighth grades, drills and activities involving “live” physical contact shall be allowed for a maximum of half of each practice (50%). During the remainder of the time, all drills and activities must be non-contact. A 10-minute rest and refreshment period for all players shall occur at the midpoint of practice time. During the remainder of time all drills and activities must be non-contact. For all levels, “live” contact shall be considered any situation where two participants are coming into contact at a speed greater than one-third normal speed. Practice time shall be defined as total practice time for the team. This excludes a live or controlled scrimmage conducted with another team as allowable in CYO rules. Coach controlled scrimmages or practice games are permissible only with other CYO teams within the same weight class. Any team found to be in violation of these regulations may be subject to forfeiture of games and suspension or expulsion of coaches and/or Director of Sports Ministry.
19. The OFFICIAL BALL used for all CYO Football games will be provided by CYO. Fifth and sixth grades use the Junior ball; seventh and eighth grades use the Youth ball. Teams may choose to use their own ball for their team’s offensive possession provided it is the same size and composition as the official CYO ball listed above. If the use of this ball slows the game’s progress at any point, officials shall have the right to return to use of the official CYO ball.

20. SIDELINE PERSONNEL: The head coach, assistant coaches, one score keeper, and three chain crew (when assigned) are allowed on the sideline. The head coach shall be liable to suspension if more personnel are present.
21. MANDATORY PLAYING TIME: It is the responsibility of the coach to make sure that all players present in uniform be permitted to play a minimum of playing time set forth, unless they are unable to play due to an injury or discipline reason. A member of the coaching staff must notify the scorers prior to the start of the contest of the players unable to play, unless the reason occurs during the game. The scorers shall record reported players unable to play on the back of the score sheet, noting the time reported. 6th-7th-8th grade - Minimum playing time: 8 plays each half to equal a minimum of 16 per game (kick off and extra point try and free kicks count as plays) 5th grade 9 plays each half to equal a minimum of 18 per game (EXCEPTION: If a team has 24 or more players on their roster and has 24 or more players suited up for the game and are physically able to participate then 7 plays each half to equal a minimum of 14 per game shall be the minimum) At least one qualified adult person present on the team's sideline shall complete the official individual play count sheet for all players. The purpose of this form is to keep accurate count of the plays each player participates in in order to comply with the minimum playing time rule. The head coach is responsible for the individual play count form being completed and given to the field supervisor. Failure to submit completed form in a timely manner after the game will result in a warning. The second offense will result in a one game suspension.
22. TIEBREAKERS For football leagues with a playoff that results in a championship game, the following standards shall be used to determine final league standings in case of identical records between two teams: a. Head-to-head competition during regular season b. League Record c. Record against common opponents d. **Thirteen (13) Point Tiebreaker Procedure:** • A 13 point tiebreaker procedure will be used to determine seeds when there are two or more teams still tied after criteria #1 and #2 are not able to break the tie. • The total average margin of points each team had in all games prior to week #9 (eight regular season games is the maximum). Marginal points are the point differences in final game score. No team will add or subtract more than thirteen (13) points in any game. No team will add or subtract more than one (1) point in any game which was tied at the end of regulation time and the winning team was eventually determined in overtime. • If more than two teams are tied in win-loss percentage and there was no common winner between those teams, then marginal points will be used to establish the first seed from those tied. The tiebreaker process will begin again with the remaining teams. This process will continue until all teams tied have been seeded onto the bracket. e. Coin Flip
- Clarification: "League Record" is understood to mean that when two opponents are scheduled to play twice during regular season, the first meeting is considered a part of the league schedule, while the second game is not.
23. PAT 5/6 Grade 2 points for kick / 1 point for run/pass. No fake kicking plays, no rush on kicking attempts. The play is dead if the ball is not cleanly fielded and

placed. PAT 7th/8th grade 1 point for kick / 2 points for run/pass.

24. 5th grade punting- either no rush on a declared punt or a choice for 20-yard advancement and change of possession. The punt advancement rule is always half the distance to the goal if the ball is inside the 40 yd line.
The choice for 20-yard advancement does not count towards play count
25. If the parish offers a tackle football program and does not have enough participants registered for individual grade teams then the participants may be combined into a fifth/sixth grade team or seventh/eighth grade team. Students shall be permitted to play up one grade ONLY. (A fifth grader may play on a sixth-grade team; a sixth grader may play on a seventh grade team but not a seventh/eighth grade combination team nor an eighth grade team. A seventh grader may play on an eighth-grade team.) A student(s) may play down one grade by approval of the director.
26. No player shall be allowed to play down a grade in tackle football without unanimous approval from opposing schools' Director of Sports Ministry (DSM) and CYO Director. All requests must be presented in writing to the CYO Director and opposing schools' DSM by two weeks prior to submission of rosters.
27. If a parish has fifteen (15) participants or less in a grade level, then that parish shall have the option of combining grade levels as stated above **OR** The parish Director of Sports Ministry may submit a proposed plan of where the participants will be assigned to another parish to compete within participant's grade level.
28. Parishes that combine kids to create football teams must be created within geographic boundaries and consistent throughout all grades within the parishes. These parish groups will be decided by the Director of Sports Ministry. Exceptions can be made for a school outside a group has a small number of players by the Director of CYO. The Director can place them with a certain group.
29. Coach's meeting in August, mandatory attendance for 1 coach per team. Meeting held during preseason.
30. CFL Committee has full authority to move teams to appropriate divisions at any time during the season / player safety.
31. Teams cannot have players from 2 grades below in division the team is playing in i.e. 8th grade teams cannot have 6th graders

Current pods are as follows:

CYO PLKC POD STRUCTURE 2023	
POD	PARISH
Brookside	Pembroke Hill, St Elizabeth, St Peter, Visitation
Eastland	Nativity, Presentation, St John LaLande, St Regis
Holy Southern	Corpus Christi, Holy Cross, Holy Spirit, Holy Trinity, Prince of Peace, St John, St Paul
Northeast Joco	Holy Name, John Paul II, Our Lady of Unity, St Agnes, St Ann
Northland	Charles Borromeo Academy, St Andrew, St Gabriel, St James, St Patrick, St Therese
Shawnee Catholic	Christ the King, Good Shepherd, Resurrection, Sacred Heart, St Joseph, St Patrick
Southern Joco	Ascension, Holy Rosary WEA, Nativity, St Michael
Stateline	Cure, St Thomas More



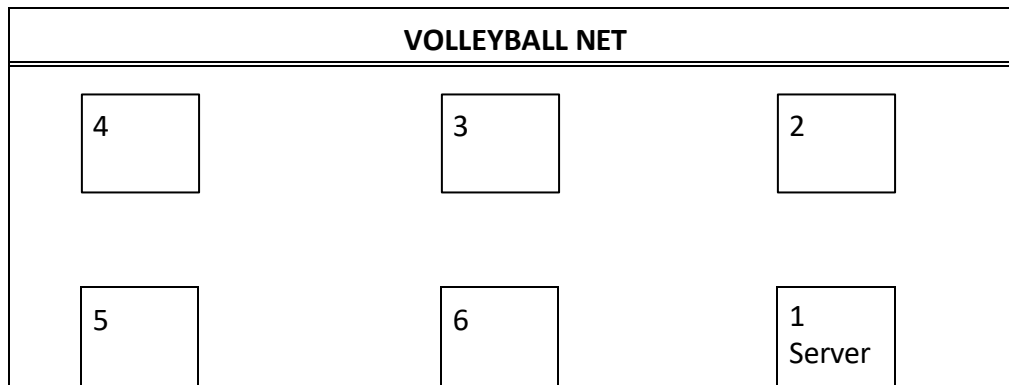
VOLLEYBALL

1. The National Federation of State High School Associations' Rules will be used to govern play. The KSHSAA will use rally scoring beginning with the 2003 season. The following exceptions have been approved by the CYO. The 3rd/4th grade volleyball program is designed to be an instructional league to introduce participants to the game.
2. COURTS: All courts approved by the CYO Director shall be noted as legal courts. Seventh, eighth and seventh-eighth grade teams will play on a regulation size court. Third, Fourth, Fifth, Sixth grade teams will play where scheduled. The serving line for the 3rd grade is 15 feet, the Fourth grade is 20 feet, the Fifth grade and Sixth grade is 25 feet. Once the ball has been served, the out-of-bounds marking for that particular court will be used regardless of size.
3. NET: The top of the net shall be at least 7 feet from the floor and no higher than 7'4 1/4 from the floor.
4. VOLLEYBALL: All Third Grade through Sixth Grade competition shall use the —Volley Lite ball.
5. Clean non-marring tennis shoes are required.
6. SCOREKEEPING: One person (preferably an adult) from each team shall be seated at the scorer's table and jointly keep score. The referee is the official timekeeper. The official may use the official scorers to keep time.
7. FORFEIT TIME: Game time is forfeit time for the first game of the match. If the team fails to be ready for play fifteen minutes past scheduled game time, then the entire match is forfeited. (If team shows before fifteen minutes past scheduled game time, begin game number two. EXCEPTION: For Tournaments only, scheduled game time is forfeit time for the entire match.
8. LIBERO PLAYER will be used adhering to the National Federation of High School Libero

Rules. The libero is specialized defensive player that replaces players on the back row. The libero can only play across the back row. The libero replacements aren't substitutions. The player that the libero replaces must be the same player that comes back into the set to replace

the libero. The libero must wear a uniform whose jersey must at least contrast in color with the rest of the team members. The libero uniform may have a different design but must be numbered like the rest of the team members.

9. Coaches permitted to stand per NFHS guidelines.
10. WARM-UP – Six minutes shall be allowed for warm up before the beginning of each match.
11. SUBSTITUTION: For 3rd and 4th grades, free substitutions, but only in positions 4, 5, 6 – only injury substitutions will be permitted in positions 1,2, and 3. For grades 5 through 8, National Federation of High School substitution rules will be followed. Addendum to the volleyball rules: A coach can indicate to the official that they only intend to only sub players in consecutive order in the 6th server position (center back).



12. LENGTH OF MATCH: A “match” shall be defined as the entire contest between two teams, where each match will consist of three “sets. The first two sets of a match in Grades 5-8 will begin at 4-4 and be played to 25, with the third set begun at 0 and played to 15. Third and fourth grade match will consist of three sets. Each set will be 15 minutes regardless of the score. A. If the official has signaled for serve before time has expired, that serve must be played. B. After a time-out, the clock will start when the ball is contacted for serve.
13. END OF GAME RULING: To end a game, time must have expired, and the ball must be dead. INTERPRETATION: When time expires, the game continues until the ball becomes dead. Point scored on this play is counted.
14. TIE SCORE: Third and fourth grade will not break ties
15. CONSECUTIVE POINTS: Third and fourth grade server is limited to five consecutive points. After the fifth point the official shall award a side out. (Five points reported to the official by the scorekeepers.)
16. DETERMINING STANDINGS: Each game will count one point and the winner of the match will be awarded one point. Each match will have a possible 4 points. Example: Team A wins first and second games, Team B wins third game. Standings - - Team A 3-1 Team B 1-3

17. CITY TOURNAMENTS: All teams shall be automatically entered into the end of season tournament. The tournaments shall guarantee each team two games with a single elimination style bracket determining champion. A seeding committee will place the teams into tournaments. The committee will decide how many divisions, and which teams are placed in which division. All committee decisions are final (see Bylaws for committee details). Teams may elect not to participate in the tournament with no fines for forfeiture provided that the D director is notified no later than Noon the Friday before the 5th week of regular season league play.
18. NO TIME LIMIT FOR TOURNAMENT GAMES – Best two out of three games determine match winner. Games one and two shall be played to 25 points, no cap. Game three shall be played to 15 points, no cap. Winning team must have a two-point advantage. Tournament games shall start at a score of 0-0 for all grades.
19. MANDATORY PLAYING TIME: It is the responsibility of the coach to make sure that all players present in uniform be permitted to play a minimum of playing time set forth, unless they are unable to play due to an injury or discipline reason. A member of the coaching staff must notify the scorers prior to the start of the contest of the players unable to play, unless the reason occurs during the game. The scorers shall record reported players unable to play on the back of the score sheet, noting the time reported. Minimum playing time: 12 minutes of a match or 18 points of a match. Third grade and Fourth grade – All playing time shall be divided equally among all participants.
20. GUEST PLAYER: A player is allowed to participate as a guest player for another team at his or her parish as indicated under Article VI – Section 16 .
21. MINIMUM NUMBER OF PLAYERS: A CYO Volleyball team shall require a minimum of five players to begin a contest without forfeiture. Should a sixth player arrive after the beginning of the contest, that player can enter the contest in a normal substitution pattern at the next available substitution, provided she is listed on the score sheet prior to the contest beginning. While the team plays with only five players, the team shall lose point and serve each time the 6th participation spot rotates into the service position (position 1, right back per Rule 10).
22. LEVEL OF PLAY: The first two weeks of the season will be played based on the levels the Parish DSM submitted each team to compete at. On the Monday following the end of the second week, a seeding committee made up of Director of Sports Ministry (Sports Ministers) or Parish Representatives will meet to seed the teams according to performance in the first two weeks of play. This will be an attempt to fairly place the girls in divisions they can compete well and enjoy the CYO experience. The third week of the season will be played as scheduled from the start of the season and will not count against win/loss record for seeding in the Tournament. Only games played in weeks 4 through the final game will be used to determine tournament rankings.
23. Teams are only allowed to compete in the grade level at which they competed in the

regular season for the post season.



GRADE SCHOOL BASKETBALL

The National Federation of State High School Associations' Rules will be used to govern play. CYO has approved the following exceptions:

1. One person (preferably an adult) from each team shall be at the scorer's table and jointly keep score.
 2. Time-outs between half and games will be of five-minute duration only.
 3. At the following basketball courts, the opposite free-throw line shall be designated as the backcourt line: Queen of the Holy Rosary (John Paul II).
 4. FREE THROW LINE: In third through fifth grades only, the free throw line shall be 12 feet from the plane of the face of the backboard. In all other grades the normal free throw line shall be used.
-
1. FULL COURT PRESS: Rules regarding the ability to employ a full court press are as follows:
 - a. Third and Fourth Grade – No full court press is allowed at any time. The first and second violations by a team shall result in a warning issued by the official and the ball shall be taken out of bounds by the offensive team at the spot the violation occurred. All further violations shall result in a two-shot technical foul. The technical foul is not charged to any one player or coach and does not count toward team total fouls for the bonus free throw.
 2. Third and Fourth Grade – No full court press is allowed at any time. The first and second violations by a team shall result in a warning issued by the official and the ball shall be taken out of bounds by the offensive team at the spot the violation occurred. All further violations shall result in a two-shot technical foul. The technical foul is not charged to any one player or coach and does not count toward team total fouls for the bonus free throw.
 3. 5th Grade - In the fourth quarter of play only, teams may employ a full court press. Until this point, no full court press shall be allowed at any time. The first violation by a team shall result in a warning issued by the official and the ball shall be taken out of bounds by the offensive team at the spot the violation occurred. All further violations shall result in a two-shot technical foul. The technical foul is not charged to any one

player or coach and does not count toward team total fouls for the bonus free throw.

4. Sixth, Seventh and Eighth Grade – Full court press is allowed at any point during competition.
5. NOTE: For 5TH-8th, once a 15-point spread is reached in the scoring at any point of the game, the team with the 15-point lead will be prohibited from employing a full court press until the margin is once again below 15 points.
6. INTERPRETATION: When the offensive team (team A), while in their front court, attempts a try for goal or lose control of the ball and the defensive team (team B) gains control of the ball, the enforcement of the full court pressing rule begins. Team B is now on offense and team A is now on defense. Defensive players are not permitted to full court press and shall not attempt to guard, steel the ball or intercept a pass while that defensive player is in back court.
7. The defense shall take positions on the floor on the other side of the mid-court line (offensive team's frontcourt). The defensive team may guard, steel the ball, or intercept a pass provided that the defensive player or players' feet are on the frontcourt side of the mid-court line. Please note that the defense may do whatever is permitted in the general basketball rules provided that the defense is on their side of the mid-court line.
8. POINT SPREAD: 5th - 8th grade – When a point spread of 30 points is reached at the end of the first half, or at any point during the second half, the clock shall not be stopped except for a time out or technical foul (regular timing procedures will not resume if the spread is lower than 30 points after this procedure begins). 3rd - 4th grade **beginner and** experienced - When a point spread of fifteen points is reached in a 3rd or 4th grade **beginner and** experienced basketball game, the scoreboard in the gym shall freeze and no additional score shall be added for either team until the deficit drops below ten points.
9. DESIGNATE BASKETS: The CYO is the game management. The team listed first on the schedule shall occupy the bench on the North or East of the score table. The team listed last on the schedule occupies the bench on the South or West of the score table. (JPII Gym—East bench has South goal first half. West bench has North goal first half.
10. 4th – 8th grade boys will use a 28.5-inch basketball. The 5th - 8th grade girls shall use the high school girls' size basketball (28.5 inch). The 3rd - 4th grade girls and 3rd grade boys will use a 27.5 inch.
11. COACHES' BOX: During play, Head Coaches are allowed to stand within the limits of the bench (the box) to give instruction to players. When the Head Coach is in or out of the box behaving inappropriately the coaching box rule will be enforced as follows:
Technical Foul. Assistant Coaches do not have the same privileges as Head Coaches. Assistants must remain seated during the game. The officials will warn the Head Coach if an assistant is standing in the box. Any subsequent violations will be penalized with a

technical foul and an indirect technical foul assessed to the Head Coach.

12. GOAL HEIGHT: The 3rd grade girl's program will use a 9-foot goal. Fourth through eighth grade girls' program and 3rd grade through eighth grade boys' program will use regulation 10-foot goal.
13. GAME TIMES: 3rd – 4th grade games will consist of four 10-minute quarters. All four quarters shall be running clock. The clock will stop for free throws and timeouts ONLY, with the clock restarting after fouls as soon as the children are lined up for the first free throw attempt. Timeouts at this level shall be limited to two full timeouts and one 30 second timeout. 5th – 8th grade games will consist of 6 minute stop clock quarters.
14. OVERTIME RULING – If the score is tied at the end of the second half, one timed extra period shall be played (Regular season two minutes / Tournament three minutes). If the score is tied at the end of the first extra period, the game shall continue with a jump ball at center court. The team that scores first shall be declared the winner. NOTE: All extra periods begin with a jump ball at center court and there shall be a one-minute time out between extra periods. Third and Fourth grade games scheduled will be played to completion with no overtime. EXCEPTION: During tournament play regular overtime procedures will be used.
15. DEFENSE 3rd – 4th grade: Man to Man defense is required in all Third and Fourth grade games. No double team defense allowed. The penalty for violation is team warning for the first and second offence. All other offence will result in a team technical foul.
16. Man to Man Defense Guidelines in 3rd and 4th grade:
 - a. Zone defense is prohibited; teams must play man-to-man defense.
 - b. The defender must be within 5 feet of his/her player at all times.
 - c. The defender may "help" with his/her teammates' assigned opposing player when said opposing player is in the lane.
 - d. Violation of the zone defense rule will result in the ball being awarded to the opposite team and a warning will be issued to the head coach of the violating team. A third or subsequent violation will result in a technical foul.
17. CITY TOURNAMENTS: All 5th-8th grade teams shall be automatically entered into the end of season tournament. The tournaments shall guarantee each team two games with a single elimination style bracket determining champion. A seeding committee will place the teams into tournaments. The committee will decide how many divisions, and which teams are placed in which division. All committee decisions are final (see Bylaws for committee details). Teams may elect not to participate in the tournament with no fines for forfeiture provided that the director is notified no later than Noon the Friday before the 5th week of regular season league play. CYO does not sponsor a tournament for 3rd and 4th grade teams.
18. MANDATORY PLAYING TIME: It is the responsibility of the coach to make sure that all players present in uniform be permitted to play a minimum of playing time set forth, unless they are unable to play due to an injury or disciplinary reasons. A member of

the coaching staff must notify the scorers prior to the start of the contest of the players

unable to play, unless the reason occurs during the match. The scorers shall record reported players unable to play on the back of the score sheet, noting the time reported. Minimum playing time: six (6) minutes. Third grade and fourth grade – All playing time shall be divided equally among all participants.

19. Guest Player: A player is allowed to participate as a guest player for another team at his or her parish as indicated under Article VI – Section 16 .
20. All gymnasiums shall keep the time and score for games in a place visible to players and coaches of both teams, preferably on a mounted scoreboard. Scores will be kept for all grade levels.
21. 3rd and 4th Grade basketball: The DSM will list the team as “Experienced” or “Beginner” so CYO can schedule teams that are most compatible with each other. Experienced is defined as 50% or more players on the team have played one year or more prior to 3rd grade or two or more years prior to 4th grade.
22. Teams are only allowed to compete in the grade level at which they competed in the regular season for the post season.
23. **LEVEL OF PLAY:** The first three weeks of the season will be played based on the levels the Parish Director of Sports Ministry (Sports Ministers) submitted each team to compete at. On the Monday following the end of the third week, a seeding committee made up of the Sports Ministers or Parish Representatives will meet to seed the teams according to performance in the first three weeks of play. This will be an attempt to fairly place the teams in divisions where they can compete well and enjoy the CYO experience. Games played in preseason and the regular season through the weekend prior to the publication of the tournament schedule will be used to determine tournament rankings. The final game of the regular season will not be considered for the seeding process due to the seeding schedule.
24. **BODY PAINT:** Under no circumstances will any participant be allowed to participate in any contest with body paint and/or paint in the hair, face or any other body part.



HIGH SCHOOL BASKETBALL

Catholic High School students can only participate if the student attends one of the following high schools. Bishop Ward High School, Bishop Miege High School, St. Thomas Aquinas High School, St. James Academy, Saint Michael's High School, St. Teresa's Academy, Notre Dame De Sion High School, Pius X, or Rockhurst High School.
A valid school photo ID will be required to complete the registration process.

1. ELIGIBILITY: The High School participants are not bound by parish boundaries. All teams will be submitted directly to the CYO Office with Manager acting as sponsor and supervisor of team. Manager will be responsible for all communication and actions of the team, including violations or forfeits.
2. PRACTICE: Teams may request practice time from parishes at their discretion, but no practice time will be provided by CYO Office.
3. Any player, manager, coach, parent or spectator ejected from a contest shall be suspended for one game. The suspended person may not attend any CYO sponsored event while being suspended. Any player, manager, coach, parent or spectator ejected from a second contest is suspended for the remainder of the season. Any freshman, sophomore or junior ejected twice in one season shall carry one ejection to the following season. That player shall be suspended for the remainder of the season on his/her first ejection of the season. Two technicals for a player in a game equals a one game suspension. Three technicals on any team in one game equals one game suspension.
4. FIGHTING: Any basketball player or bench personnel fighting will be suspended for the remainder of the season. If more than one player of the same team is fighting the team is suspended for the remainder of the season. Any remaining games already scheduled are forfeited and the team will be assessed the forfeit fines. Play and bench personnel fighting is defined per the NFSHSA Basketball Rules. Any team that is disqualified and is suspended from the CYO Program forfeits all remaining scheduled games.
5. GAME TIME is forfeit time for all basketball games. MINIMUM FORFEIT FINE is \$100 for each basketball game forfeited. \$150 forfeit fine for not enough players to begin a basketball game. \$200 forfeit fine for a NO SHOW.

6. An additional fine of \$100 is added to the \$100 forfeit fine when a game is forfeited because the

game is terminated due to unsportsmanlike conduct or for making a travesty of the game.

7. PROBATION: Any team placed on probation for unsportsmanlike behavior shall be suspended for the remainder of the season on the next offense by any player, coach or parent of the team. All players on a team that has been placed on probation shall carry one ejection per season for the remainder of their eligibility.

8. HIGH SCHOOL UNIFORM
 - a. CYO High School uniforms are required for participation in these leagues. You can also use your parish uniforms, contact the parish DSM (AD) to make this request. Parish provided uniforms will comply with the same restrictions and guidelines that are followed for grade school basketball teams.
 - b. You may use your uniform from past years or purchase a new one through Center Sports (located at College and Pflumm in Lenexa). You can now order your uniform online through Center Sports by [clicking here!](#) You may also download the manual form [here](#) and submit to Center Sports in person. Please allow two weeks for delivery. We recommend ordering prior to Thanksgiving. Please see CYO Rules of Competition for more details
 - c. NUMBERS: The numbers on the shirt shall be permanently attached and centered on the front and the back and may not be altered with tape or marking device. The numbers must be legal numbers, 1 to 2 digits between the 0 and 5. Teams cannot have players with duplicate numbers.
 - d. GIRLS' TANK TOPS: If the uniform shirt worn by a female athlete is of the boy's tank top style a t-shirt must be worn (this is for modesty reasons). If the uniform worn by a female athlete is a properly fit girls cut tank top where no undergarments are visible, no t-shirt is required. T-shirts must be white or the same color as the jersey, short sleeve or tank top style and unadorned. All players from the same team with visible t-shirts outside the jersey must wear the same color t-shirt.
 - e. SHORTS: The "CYO" on the shorts must be permanently attached and may not consist of tape. Compression shorts, if worn shall be black and other than color shall comply with the NFSHS Basketball Rules. (Altered shorts or shirt make them illegal)
 - f. WARM-UPS: If team WARM-UPS are used, the warm-up must be a solid color, RED or WHITE ONLY and must be completely unadorned except for one visible manufactures logo/trademark is permitted and shall be limited to 2 1/4 square inches and shall not exceed 2 1/4 inches in any dimension.
 - g. The game official and/or gym supervisor shall notify the coach and athlete who is in violation of uniform protocol. The official and/or gym supervisor, the athlete and his or her coach will then sign the score sheet confirming knowledge of the violation. A \$50.00 fine will be imposed by CYO for the first violation and a \$100.00 fine for subsequent violations by the athlete.

9. REFUND: The CYO will not refund any part of the team fee for high school basketball games cancelled due to inclement weather or acts not under the control of the CYO, unless it happens more than once to a team. All refunds will include a deduction of Credit Card transaction costs and fines. CYO will refund the registration amount if the season cancels before it starts. If the season starts and becomes incomplete, CYO will refund an amount

depending on the number of

games played. Any refund amount will be determined considering CYO administrative and parish costs up to that point in the season. Please allow 10 business days for refunds.

10. THE DECISION OF THE CYO DIRECTOR IS FINAL. There is no appeal. Disqualified teams forfeit entry fee. No refund or partial refund shall be granted.
11. ELIGIBILITY: In order to participate in the athletic program sponsored by the CYO office, each member must be registered with the school or parish they represent and the CYO office. All teams and participants must complete registration prior to the deadline defined on the CYO website (www.cyojwa.org). There are no exceptions to the registration deadline.
12. SUBSTITUTE PLAYERS: When a high school basketball team has the minimum number of players (5) or less, that team may include a substitute player(s) up to 7 total players on a game day roster. The team may include no more than 3 substitutes during a game. Any substitute must be a registered participant of CYO high school basketball and must exist on another team roster at the time of substitution. Any substituting player(s) must be in the same division or lower than the team he/she is participating with. **EXCEPTION: High School Basketball players shall not be allowed to play a substitute player during the postseason tournament**
13. When a spread of 30 points is reached in the fourth quarter, the clock shall not be stopped except for a time out or technical foul (regular timing procedures will not resume if the spread is lower than 30 points after this procedure begins).
14. LENGTH OF GAME – 8 minute stop clock quarters.
15. TIMEOUTS – 3 full, 2 30 second
16. **BODY PAINT: Under no circumstances will any participant be allowed to participate in any contest with body paint and/or paint in the hair, face or any other body part.**



TRACK & FIELD

The track program consists of four weeks (four track meets). 3rd – 4th grade will have a minimum of 3 meets to include participation on the day of City Meet Championship if required due to weather cancelations.

1. REGULAR SEASON MEETS: Girls will compete with girls and boys will compete with boys only and in their same grade. If a parish only has limited numbers in a grade group, they may combine for the relays, always participating in the grade level which corresponds with the oldest members of their combined relay team; i.e. sixth and seventh grade combined team will compete as seventh grade team. In all individual events, all contestants will compete with their own grade group. Participation ribbons will be given to 3rd and 4th graders only. No team points will be tabulated. Class A and Class AA and Class AAA will have no bearing for these meets.
2. CITY MEET CHAMPIONSHIP: 5th – 8th grade only Students must have competed in at least one (1) of the first three (3) track meets to qualify for the city meet. (Note: Participation in the Mo-Kan meet does not qualify a participant for the city finals). (EXCEPTION: If one of the first three meets is canceled due to weather then this requirement is waived). The parishes will be divided into Class A, Class AA, and Class AAA for the city meet. Classes are determined by parish participation in grades 5th- 8th. Once a designation is defined for a parish team, it cannot be changed.
3. The city final meet will be held on week four. Each of the field events will have only three trials, except the high jump, which has three trials for each height.
 - a. Ribbons awarded for six places. Team points will be tabulated and trophies will be issued for three places.
4. RAIN-OUT – All track meets stopped because of inclement weather shall be considered complete if half of the session has been completed. Completion of the 400 Meters (440 Yd) is considered half session being complete.
 - a. If one of the three meets is cancelled due to weather, it will not be rescheduled. The city finals will be held as scheduled. If two of the first three weeks are cancelled, one of the weeks will be rescheduled week # 4 and the City Finals will be scheduled one week later.
5. FIELD EVENTS: high jump, long jump, softball (size 12”) throw (girls only), football (size: 5th – 6th

Junior 7th – 8th Youth) throw (boys only), Shot put: 5th-6th grade boys and all girls use 6lbs, 7th- 8th grade boys' use 8 lbs. Participants are required to sign in at the event site no later than the final call for the event has been made.

6. RUNNING EVENTS: mile run; 100-meter dash; distance medley relay (100-100-200-400), 60-meter dash; 400-meter run, 200-meter dash, medley relay (100-50-50-200), 800 meter run 400- meter relay (100- 100-100-100). The mile run and 800-meter run will use an international start (all contestants in a grade group compete at the same time)
7. EACH COMPETITOR LIMITED TO FOUR EVENTS.
 - a. A competitor may not compete in races of 400 meters or more back to back.
 - b. Each competitor that competes in the Mile Run and the 800 meter run may compete in one (1) additional running event for that day. The competitor may compete in a fourth event but it must be a field or relay event.
8. HIGH JUMP: The cross bar shall be raised at two-inch intervals starting at the following heights. 7th – 8th grade girls opening height is 3' 8; 7th grade – 8th grade boys opening height is 4' 0; 5th grade and 6th grade girls and boys opening height is 3' 6. (EXCEPTION: Once a participant is determined as the winner, the bar can be raised at any increment requested by the participant.)
9. 3rd-4th Grade Program: Participants may participate in track for the first three weeks. They may not participate in the city finals. The order of events: 200 meters, 60 meters, 100 meters and 400 meters. Each participant may participate in two events. No times will be taken – each participant crossing the finish line will receive a blue CYO participation ribbon.
10. 8th GRADE PENTATHLON is open to all 8th grade track participants who have competed in the CYO city finals track meet. ONLY QUALIFIED CYO TRACK PARTICIPANTS DRESSED IN THE LEGAL TRACK UNIFORM OF THEIR PARISH WILL BE PERMITTED TO COMPETE. Note: if the Eighth-grade pentathlon is canceled due to inclement weather, it will not be re-scheduled. A \$100 fine is assessed to the parish if an illegal participant competes in the pentathlon.
11. UNIFORMS: Legal uniforms are required. ONLY STUDENTS WITH LEGAL UNIFORM SHIRTS ISSUED BY THE PARISH, WITH PARISH COLORS, NAME OR LOGO SHALL BE PERMITTED TO COMPETE. HATS AND OR CAPS ARE PROHIBITED WHILE COMPETING.
12. SCORING: Points will be tabulated for the city meet finals ONLY. Each parish/team is allowed to have four (4) participant places kept for scoring.
13. ONE-FOURTH (1/4) inch short spiked shoes are legal equipment. Longer and/or needlepoint spikes are prohibited by the CYO. (Tennis shoes are legal equipment). DISQUALIFICATION IS THE PENALTY FOR REPORTING TO THE EVENT WITH ILLEGAL SHOES.
14. MANDATORY PERSONNEL/VOLUNTEERS: Parish Director of Sports Ministry or coaches are to provide personnel to help time and to judge events (preferably adults). Coaches may bring stopwatches and batons. Personal shot puts, softballs and footballs should not be brought to the track. All throwing implements are provided.

15. NO STARTING BLOCKS will be used in CYO competition. On the SECOND FALSE START, the contestant is disqualified.
16. RELAYS: Parish track teams may enter as many relay teams as they wish during the first three weeks of the track program. AT THE CYO CITY MEET each team is limited to one relay team per relay.
17. HEAT AND LANE ASSIGNMENTS: When possible, lanes will be assigned based upon prior performance. The order will be best time – Lane 3; second best – Lane 4; third best – Lane 2; fourth best – Lane 5; fifth best – Lane 1; sixth best – Lane 6
18. RECORDS: New records can be established in the city meet ONLY. Performances in question, whether or not they are records, will be brought before the track commissioner for a determination.
19. FIELD EVENTS: A contestant shall be charged with an unsuccessful attempt if the contestant does not complete a trial or pass it within the time limit after being called for the trial (unless excused by the event judge to participate in another event.) The event shall be declared officially closed when the judge leaves the event site to take the paperwork to the press box or when the paperwork is sent to the press box via a worker.
20. TRACK MEET OFFICIALS and participants competing in an event are permitted on the track or infield during the track meet. Competitors not competing in an event or being staged for the next event are required to be in the bleacher area. ALL OTHER PERSONNEL ARE REQUIRED TO BE IN THE BLEACHER AREA. HEAD TRACK COACHES ARE PERMITTED ON THE INFIELD. Coaches and team members are prohibited from aiding a competitor.
21. COACHES AND NON-PARTICIPANTS in an unauthorized area will make any contestant, representing parish of coach and/or non-participant, liable to disqualification.
22. TRACK COMMISSIONERS: The track commissioner or commissioners in attendance will have the power to rule on any conflict not covered in the rules.

APPENDIX

**BYLAWS
OF
CATHOLIC YOUTH ORGANIZATION
OF
JOHNSON AND WYANDOTTE COUNTIES, INC.**

SECTION 1 – NAMES AND OFFICES

1.1 Name. The name of this Corporation shall be Catholic Youth Organization of Johnson and Wyandotte Counties, Inc. (“CYO”)

1.2 Principal Office. The principal office for the transaction of business of the Corporation is located at 5041 Reinhardt Drive, Roeland Park, KS 66205.

1.3 Registered Office. The location of the Corporation’s registered office in the State of Kansas is 5041 Reinhardt Drive, Roeland Park, KS 66205. The name of the resident agent is Catholic Youth Organization of Johnson and Wyandotte Counties, Inc.

1.4 Other Offices. Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the Corporation is qualified to do business.

SECTION 2 – PURPOSE AND MISSION STATEMENT

2.1 Purpose. This Corporation is organized not for profit and exclusively for religious, educational and charitable purposes. The corporation is to organize, coordinate, foster and encourage activities, including athletic and recreational activities, for all youth of participating parishes of the Archdiocese of Kansas City in Kansas, and invited parishes of other Catholic dioceses, in accordance with Catholic sportsmanship standards. The corporation exists to help young people through the media of sports and recreation to become more Christ-like in how they live and interact with others. The corporation collaborates with the youth ministry of the Catholic parishes of the Johnson and Wyandotte Pastoral Regions, and is committed to help young people

grow in virtue and more closely imitate the fidelity, zeal, compassion, mercy and love of Jesus Christ in their own lives. To further such objects and purposes, the Corporation is committed to promoting the cardinal and spiritual virtues and may, except as may be restricted by the Articles of Incorporation (“Articles”), engage in any lawful act or activity for which not for profit corporations may be organized under the Kansas General Corporation Code, as the same is now in effect or may at any time hereafter be amended.

2.2 Mission Statement. CYO, a collaborator with parish youth ministry, is in partnership with parents, coaches, volunteers, parish staffs and clergy to offer elementary and secondary school youth the opportunity, through the media of sports, recreation and other activities to grow in virtue, develop their full human potential and become a more committed disciple of the Lord Jesus.

2.3 Values. CYO emphasizes the following values:

- Catholic Values: All participants, parents, coaches, volunteers and others who work with CYO are called to uphold Catholic values and to demonstrate those values by word and deed. In addition, CYO recognizes the importance of observing the Sabbath (Sunday), Holy Days of Obligation, and the Triduum (Holy Thursday through Easter Sunday) by prohibiting all CYO activities on these days, including meetings, practices and games, to enable proper observance by our families.

- Participation: Young people at all levels of ability are encouraged to participate.

- Respect and Dignity: Participants are encouraged to compete while always showing respect and honoring the dignity of team mates, athletic opponents, coaches, adult leaders and spectators. Winning is always secondary to good sportsmanship, ethical

behavior, mutual trust and showing compassion.

- Gratitude: Youth athletes are invited to recognize and be grateful that, out of love, God created them as unique beings and that their varied gifts and talents should be used for the benefit of all and for the greater glory of God.

- Safe Environment: CYO seeks to ensure the protection of all children by requiring that all volunteer and paid coaches, referees and others in CYO who work with and around children adhere to the Child Protection Policy of the Archdiocese of Kansas City.

SECTION 3 – MEMBERS

3.1 Members. The Members of this Corporation, as named in the Articles of Incorporation, shall be the Pastoral Leader for the Johnson County Pastoral Region of the Archdiocese of Kansas City in Kansas, the Pastoral Leader for the Wyandotte County Pastoral Region of the Archdiocese of Kansas City in Kansas, and Lead Consultant of Evangelization & Catholic Formation of Youth of the Archdiocese of Kansas City in Kansas, or the person who occupies any such successor position of the Archdiocese of Kansas City in Kansas; (collectively, “the Members”).

3.2 Duties of the Members. The Members of the Corporation shall have the exclusive authority, with notice to the Board of Directors, to:

3.2.1 - change the name, mission or philosophy of the corporation;

3.2.2 - amend the Articles of Incorporation;

3.2.3 - enact, amend, or repeal Bylaws of the Corporation;

3.2.4 - appoint and remove, with or without cause, the Board of Directors, or any

member of the Board of Directors of the Corporation.

3.2.5 - take any action which would affect the existence of this corporation, including but not limited to merger, consolidation, dissolution, liquidation and/or termination of the Corporation; direct the corporate officers to cause the Corporation: (i) to acquire ownership and/or use of real property by purchase, exchange, donation, lease, or otherwise; (ii) to dispose of the ownership and/or use of any of the corporation's real property or any portion thereof, by sale, exchange, donation, lease, or otherwise; and (iii) to encumber any real property by mortgage, or by the grant of security interests, pledges, or easements therein; and

3.2.6 - initiate or conduct a capital campaign.

SECTION 4 – BOARD OF DIRECTORS' OVERSIGHT AND RESPONSIBILITIES

4.1 Board Function and Oversight. The Board of Directors (“Board”) of CYO shall serve as the governing body of the organization and shall be responsible to the Members of the Corporation and the Pastoral Regions of Johnson and Wyandotte Counties (“Regions”) as provided in these bylaws.

4.2 Responsibilities. The responsibilities of the Board are:

4.2.1 - To oversee all CYO programs and to provide for their proper direction;

4.2.2 - To secure and maintain the services of a qualified CYO Executive Director, subject to the prior approval of the Members of the Corporation;

4.2.3 - To annually review CYO programs and the performance of the CYO Executive Director.

4.2.4 - To determine policy for all programs under its sponsorship;

4.2.5 - To approve policy and rules changes to CYO's Rules of Competition ("Rules") after consideration by the Directors of Sports Ministry ("DSMs");

4.2.6 - To provide for fiscal management of the CYO programs;

4.2.7 - To secure funds for the operation of all programs under its sponsorship;

4.2.8 - To serve as the final review board and decision maker in disputes involving CYO programs;

4.2.9 - To prepare and send to the Members and Pastoral Regions of Johnson and Wyandotte counties of the Archdiocese of Kansas City in Kansas, an annual financial report and an annual report on the state of the CYO including but not limited to its budget, human relations issues, the annual review of the performance of the Executive Director, status of the programs and any other information requested by the Members and/or Regions; and

4.2.10 - To carry out all such other duties as set forth in these Bylaws or as directed by the Regions; and

4.2.11 - To schedule an annual presentation before the Regions.

SECTION 5 – BOARD OF DIRECTORS

5.1 Board Membership. All directors must be practicing Catholics and uphold the authentic teachings, doctrines and religious morals and ethical principles of the Roman Catholic Church. The Board of Directors shall be composed of the following:

(a) A Priest (the "Priest") selected by the Regions.

(b) Seven (7) Parish Representatives elected by the Directors of Sports Ministry of the parishes served by this Organization, (the "Parish Representatives"). Five

(5) directors shall be from parishes in the Johnson County Pastoral Region and two (2) shall be from parishes in the Wyandotte County Pastoral Region or St. John the Evangelist Catholic Church or Corpus Christi Catholic Church of Lawrence, Ks.

(c) A priests' representative from the Johnson County Pastoral Region and a priests' representative from the Wyandotte County Pastoral Region ("Regional Representatives") selected by and serving as requested by their respective Regions.

(d) The Executive Director of CYO, ex officio, who shall be a non-voting director and not eligible for board leadership; and

(e) The Director of Sports Ministry Representative, as defined below in Section 9.4, who shall be a non-voting director and not eligible for board leadership.

(f) In addition, the Executive Board may appoint by a majority vote the position of Medical Advisor to CYO, who will become a non-voting director on the board. If appointed, this position shall be for two years in length and the individual may be reappointed at the end of his or her term. The position is intended to provide an expert voice in matters of the board related to medicine as well as a representative in any board activity regarding health, safety or the medical field.

5.2 Priest and Regional Representatives Terms. The Priest and Regional Representatives shall serve a two (2) year term. The Priest and Regional Representative are limited to three (3) consecutive terms of service, unless the Regional Representative enters Board Leadership. They shall be reconfirmed or replaced by the Region so that they may attend the first meeting after July 1. No action by the Pastoral Leads is considered reconfirmation of the Priest and Regional Representatives.

5.3 Parish Representatives Terms. The term of office for the Parish Representatives shall be two (2) years. Each Parish Representative is limited to two (2) consecutive terms, unless the Parish Representative enters Board Leadership.

5.4 Board Leadership Terms. When a Board member enters Board Leadership, defined in Section 6, their terms is as follows:

(a) Treasurer shall have three (3) remaining years on the Board to complete their transition through Chair

(b) Vice Chair shall have two (2) remaining years on the Board to complete their transition through Chair

(c) Chair shall have one (1) remaining year on the Board to complete their years as the Chair

(d) Emeritus Chair was the previous chair and will serve one (1) year as a non-voting member of the Board

5.5 Term Specifics. Unless appointed pursuant to 5.9, all terms will begin with the first meeting scheduled after July 1. If any meeting is held after an election but prior to July 1, the newly-elected directors may attend and participate but will not have a vote on any matters. All Regional Representatives, Priest and Parish Representatives shall be members of parishes in their regions. During the term of office, no Priest, Regional Representative or Parish Representative shall be a CYO Director of Sports Ministry or sports coordinator at a parish. When a director has reached the term limit, the director shall not be eligible for election or appointment for a period of two (2) years from the end of the term.

5.6 Nomination/Appointment. Nominations of Parish Representatives to serve as directors will be by the parish Directors of Sports Ministry of each Region at the Spring meeting.

An announcement soliciting candidates for nominees shall be placed on the CYO website no later than March 15 of the year of the election. Candidates may submit personal statements of up to 200 words about their interest in CYO to the CYO office and all seeking nomination shall be placed on the ballot. All persons seeking nomination shall also obtain a written endorsement from a parish DSM and the pastor of their parishes in order to be nominated.

If the number of candidates seeking nomination is less than the number needed, the Nominating Committee shall solicit additional people to serve. Nothing herein shall be construed as prohibiting a Director from recruiting and soliciting potential candidates for nomination. If the number of candidates for nomination is the same as the number of vacancies, the candidates shall be nominated. In the event the number of candidates exceeds 4 times the number of vacancies, there shall be a runoff election to narrow the field to the top 2 times the number of vacancies. Then, there will be an additional election as set forth above to determine the names of the nominees to be submitted to the Members of the Corporation for appointment as director(s).

5.7 Conflicts of Interest. No person who receives compensation, directly or indirectly, from the CYO, except for the CYO executive director, is eligible for Board membership.

5.8 Officer Director. The administrative officer of the corporation, (Executive Director) is an ex-officio, nonvoting director.

5.9 Board Vacancies. Vacancies of elected directors will be filled by nominations by the Board of Directors and appointment by the Members of the Corporation. All persons seeking to fill a vacancy shall meet the qualifications required in Section 5.6 for nomination/appointment. The director shall serve the remaining term of the vacancy and shall be eligible to be reelected once.

SECTION 6 – OFFICERS

6.1 Officers. The Officers of the Corporation shall consist of a Chairperson, Vice Chairperson, a Treasurer, an Emeritus Chair, and such other officers as may be determined by the Board (the “Officers”). No person may hold more than one (1) officer position.

(a) For continuity of leadership, the Board shall have a progressive leadership model. The new position in leadership is Treasurer. After one (1) year, the Treasurer becomes Vice-Chair, Vice-Chair becomes Chair, and Chair becomes Emeritus Chair.

6.2 Election and Terms. After serving on the Board for a minimum of one (1) year, a director would be eligible to become an Officer. Prior to the last spring board meeting of each year, eligible directors will submit their request to the Chair to join CYO leadership. In the last spring meeting, those requesting leadership positions will briefly (5-min max) outline to the rest of the Board why they want to become an Officer. Through identified paper ballot, the new Officer will be selected to become Treasurer. All new leadership positions will agree to being on the CYO Board through their entire leadership rotation (4 addt'l years). In the last spring meeting, the Board will also endorse through paper ballot the continued Officers moving into their new positions.

6.3 Chairperson. Shall Chair the HR Committee. The Chairperson shall preside at all meetings of the Board, shall be responsible for the coordination of the activities of the Board and shall be responsible for calling and conducting all meetings of the Board. The Chairperson shall also be a non-voting member of the Board, except to break a tie or to achieve a quorum. The Chairperson shall be responsible for coordinating with all committees to conduct the annual review of the CYO programs and shall submit, at least annually a report (See Section 4.2.9 above) to the Regions. The Chairperson shall perform such other duties as may be prescribed by the Board from time to time.

(a) The Chair shall include the Vice-Chairperson in conversations, meetings, and discussions to facilitate the Vice Chairperson's preparedness for being Chair.

(b) The Chair will have regular conversations with the Executive Director as day-to-day type issues arise where the Chair will provide direction without full Board consent. The direction provided shall be consistent with the mission and values of CYO.

6.4 Vice Chairperson. Shall Chair the Protest and Discipline Committee. The Vice Chairperson shall assist the Chairperson in his/her duties and, in the event of his/her absence, disability or refusal to act, perform all the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson.

(a) The Vice-Chair shall actively engage in conversations, meetings, and discussions with the Chair to ensure preparedness for being Chair.

6.5 Treasurer. Shall Chair the Budget/Finance Committee. At a minimum of once a month, the Treasurer shall review the financial records of CYO with the CYO Financial Assistant and Executive Director. Through these reviews, the Treasurer shall highlight to the Chair/Vice-Chair any issues/concerns requiring Board action. The Treasurer shall provide financial briefings to the Board at regular meetings with assistance from the Executive Director and Financial Assistant.

SECTION 7 – MEETINGS

7.1 Annual Meeting of Members. The annual meeting of the Members of the Corporation shall be held at a time agreed to by the Members to approve the appointment of Directors and to transact business properly brought before the meeting.

7.2 Special Meetings of Members. The Members shall meet specially at the call of one or more Members or the Chairperson of the Board of Directors. A special meeting shall be held

at an agreed upon time during a regular business day that is not a legal holiday or Holy Day of Obligation, at a location as may be agreed upon by the Members.

7.3 Notice of Membership Meetings. Notice of an annual meeting shall be mailed to each Member, at his/her address shown on the Corporation's records, or by a form of electronic transmission consented to by the Members to whom the notice is given, not less than ten (10) nor more than thirty (30) days preceding the day of the meeting. Notice of a special meeting of the Members shall be given orally, sent by electronic transmission or mailed to the Members not less than seven (7) days before the day of the meeting. Any notice shall state the time, date, place, and purpose of the meeting.

7.4 Annual Meeting of the Board of Directors. The annual meeting of the Board of Directors shall be held at a time established by the Board of Directors, to be coordinated when possible with the annual meeting of the Members, to elect officers of the Corporation and to transact other necessary business.

7.5 Quarterly and Special Meetings of the Board of Directors. The Board shall meet at least quarterly at such time and place as the Board shall determine (the "Board Meetings"). Unless otherwise provided herein, matters, including sport-specific proposals, may be considered by the Board at any Board Meeting. Special meetings can be called at the discretion of the Chairperson, or at the request of at least five (5) members of the Board at any time and place determined by the requestor(s).

7.6 Notice of Meetings of Board of Directors. A notice of Board Meetings, stating the place, day, and hour of the meeting, shall be provided to each director and posted on the CYO website at least thirty (30) days before the date on which the meeting is to be held. At least seven(7) days before each Board Meeting the notice on the website shall be updated to include

the full agenda of the forthcoming meeting and any non-privileged, non-personnel related material submitted to the Board. Notice of any special Board Meeting, stating the place, day, and hour of such meeting, shall be provided to each director and posted on the website as soon as is reasonably practical after the special meeting is called. Written notice may be given electronically.

7.7 Non-Director Participation. Any director shall have the authority to request to hear from any interested person subject to reasonable limitations imposed by the Chairperson.

7.8 Board of Action on Rules. Except as provided herein, all proposals for policy/rule changes as published in the Rules must be transferred to the Policy and Rules Committee as provided below. The Board may make policy/rule changes on its own and without the evaluation and recommendation of the committee only upon the determination (the extenuating circumstances detailed in writing and recorded in the minutes) that such action is necessary to prevent irreparable harm to the Organization, the Board, any CYO program, or any parish member, or to avoid serious injury to any individual.

7.9 Quorum. A majority of the Members and a majority of the Board of Directors respectively, present at a meeting of the Members or the Board of Directors in person or by proxy evidenced by a writing or by electronic transmission, shall constitute a quorum for the transaction of business at any and all meetings of the Members or of the Board of Directors.

7.10 Voting. The vote of a majority of Members or of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Members or of the Board of Directors respectively, unless a different vote is required by law. Each Director shall be entitled to one (1) vote on all questions coming before the Board.

7.11 Waiver of Notice. Notice of any meeting of the Members or of the Board of

Directors may be waived by a writing signed by the Members or Directors and delivered to the Secretary of the Corporation. A person who attends a meeting without making objection to the failure to give him/her proper notice of the meeting shall be deemed to have waived such notice. Such a waiver may be made before or after the stated time requirement and need not contain the purpose of the meeting.

7.12 Meetings by Telephone or other Electronic Means (Video Conferencing).

Members and Directors may participate in meetings of the Members and Board of Directors, respectively, by means of conference telephone or other electronic means similar communications equipment, in which all persons participating in the meeting can hear one another, and such participation in a meeting shall constitute presence in person at the meeting.

7.13 Written Consent in Lieu of Meeting. The Members may consent to an action without a meeting as provided by Kansas Statutes, if not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all Members having a right to vote were present and voted, consent in writing, including by an electronic transmission, to such action. Such consent shall bear the date of consent next to the Members' signatures. The written consent or electronic transaction shall be delivered to the Corporation as provided by statute and be filed with the minutes of the proceedings of the meetings of the Members.

The Directors, by unanimous consent, may take any action required or permitted to be taken at any meeting of the Board of Directors, without a meeting. Such consent must be in writing or by electronic transmission and filed with the minutes of the proceedings of the Board of Directors.

7.14 Open Meetings. Except as provided herein, all Board of Directors' Meetings shall be open to any member of a parish served by the Organization. The Board can conduct a Board

Meeting or part of a Board Meeting in private, if two-thirds (2/3) of the quorum of the Board affirmatively votes to hold a private executive session. Private executive sessions should only be held for personnel, budget or other sensitive matters. The Board shall state in the minutes the reason for the private executive session. Such a private executive session shall not be open to parish members.

7.15 Minutes. As soon as practical after any Board Meeting, the minutes of any Board Meeting shall be posted on the website.

SECTION 8 – EX-OFFICIO OFFICERS

8.1 Ex-Officio Administrative Officers. The Board shall appoint a salaried Executive Director Nothing herein shall prevent the Executive Director, with Board approval, from hiring additional staff, if necessary. The Executive Director is an ex-officio, non-voting Representative to the Board, whose terms and conditions of employment shall be at the discretion of the Board.

8.2 Executive Director. The Executive Director shall be the chief executive officer of the CYO and shall, subject to the direction and under the supervision of only the Board, have general charge of all management functions, operations, and administration of the CYO and its programs. The Executive Director shall be responsible for all administrative and clerical work necessary for the Board and the CYO programs. The Executive Director shall be an ex-officio member of the Protest/Discipline, Budget/Finance, and Policy and Rules Committees. The Executive Director shall provide any reasonable assistance as requested by or through the Board.

8.3 Treasurer. The Treasurer shall supervise the funds, receipts, and disbursements of the CYO and shall be the fiscal manager for the Board. The Treasurer shall keep or cause to be kept correct books of account and other documents pertaining to the fiscal operation of the CYO,

shall render to the Board, whenever requested, but at least once per year, an account of the financial condition of the CYO, and shall perform any other duties as from time to time may be assigned by the Board. The Treasurer shall chair Budget/Finance Committee and shall work with such committee in drawing up the annual budget for approval by the Board and submission to the Members of the corporation. The Treasurer shall provide for the disbursement of all CYO athletic funds as provided in the budget approved by the Board. The Treasurer shall assist the Executive Director in maintaining the relevant documents.

8.4 Other Officers. The Board may, in its discretion, create additional ex-officio officer positions to aid the organization to carry out its Mission.

SECTION 9 – PARISH DIRECTORS OF SPORTS MINISTRY

9.1 Director of Sports Ministry. Each Parish participating in CYO sports shall secure the services of a person to act as its Director of Sports Ministry. Parishes that combine for all CYO sports may have as many Directors of Sports Ministry as necessary but shall only have one official Representative at the CYO DSM meetings and shall only receive one vote.

9.2 Meetings. The DSMs shall meet as necessary to fully execute the requirements outlined in the Rules of Competition. Various means of meetings may take place, including in person, teleconferencing, video conferencing, or any combination outlined as long as the participating DSMs are able to fully comprehend and participate in the matters being discussed. The Executive Director will determine the time and means for the meetings with input from the DSMs. As a minimum, at least three (3) meetings per year. At the written request of ten (10) Directors of Sports Ministry, a special meeting may be called at any time and place determined by the requesting DSMs.

9.3 Voting. A quorum for any meeting of the DSMs, shall be a majority of all parish DSMs. Any persons sharing responsibility for a DSM position shall be given one vote. The vote of a majority of the DSMs present at a meeting shall be the act of all DSMs.

9.4 Director of Sports Ministry Representative. At the August meeting, the DSMs shall elect, by majority vote, a Director of Sports Ministry Representative. The Director of Sports Ministry Representative shall serve a one-year term with a maximum of three consecutive terms. If the Director of Sports Ministry Representative should lose the position of parish DSM, the remaining DSMs will elect a new Director of Sports Ministry Representative. The Director of Sports Ministry Representative shall be responsible, with the assistance of the Executive Director, for running the DSM meetings during the year. The Director of Sports Ministry Representative will also be a non-voting member of the Board as set forth in Section 5.1(e). The Director of Sports Ministry Representative will also coordinate with the Board Chairperson to provide any feedback and input into the CYO programs to the Executive Director for the annual report as provided in Section 4.2.9.

SECTION 10 – COMMITTEES

10.1 Nominating Committee. In the event a nominating committee is necessary pursuant to Section 5.6 above, the committee shall consist of three Directors as approved by the Board. The Chairperson of the nominating committee will be the Regional Representative for the Region where the election takes place.

10.2 Standing Committees. The following are the standing committees of the Board and committee members are selected by a vote of the Board each year:

10.2.1 The Protest and Discipline Committee Vice-Chairperson shall chair this committee.

This committee shall be responsible for investigating all matters of alleged misconduct of anyone involved in CYO activities. This committee shall be responsible for rendering decisions on appeals concerning ejection of coaches, players from games and any non-monetary matter.

10.2.1.1 The Protest/Discipline Committee shall be composed of three members of the Board. Because certain decisions may be needed quickly, the Chairperson is authorized to replace a member of this committee if a regular member cannot attend. The Committee shall meet whenever necessary. All decisions shall be rendered promptly and communicated to all interested parties.

- Exception: In the case of CYO Football or any league in which CYO teams are competing in the same division as teams from the Parochial League of Kansas City, the Protest/Discipline Committee shall combine with a 3-Person Committee from the Parochial League of Kansas City to make all decisions. The same rules shall govern this committee.

10.2.2 The Human Resources Committee. Chairperson shall chair this committee. This Committee shall assist the Board in conducting an annual evaluation of the Executive Director and shall make recommendations to the Board on salary and other issues as they pertain to performance. The Committee shall also coordinate with the Chairperson to provide input for the report to the Members and Regions.

10.2.2.1 The Human Resources Committee shall be composed of three voting members of the Board. The Committee shall meet at least twice a year. The Chairperson or a majority of the members of the Committee may call special meetings whenever necessary.

10.2.3 Budget/Finance Committee. The Treasurer shall chair this committee. This committee shall be responsible for the determination of a yearly budget to be approved by the Board. The committee shall also be responsible for long-range budget forecasting and planning. The committee shall establish organizational controls, and shall engage an external audit at least every five years (or in accordance with Archdiocesan policy) to determine whether the appropriate internal controls are being observed and followed.

10.2.3.1 This Committee shall be comprised of three members of the Board. The Executive Director and Financial Assistant shall serve as ex-officio members of this committee.

10.2.4 Seeding Committees. These Committees shall be established as needed to fully execute the Rules of Competition. This Committee shall be responsible for seeding teams into the appropriate competitive division or into the appropriate tournament. The Committee shall strive to place teams into league divisions or tournament brackets based upon their abilities to ensure that all teams in a particular division are competitive. The Committee has the discretion to move teams up or down to meet the needs and goals of the CYO. The Committee shall meet as necessary to fully execute the Rules of Competition or as requested by the Board Chairperson.

10.2.4.1 The Committee shall be made up of the parish Director of Sports Ministry or his/her nominee for every parish that has a participating team. Each parish shall have one vote when its Representative attends the committee meeting. The Chairperson shall be appointed by the Board.

10.2.5 Policy and Rules Committee Responsibilities. This Committee shall be responsible for conducting business necessary to operate the regular rules of the sports programs. The Committee shall identify necessary rule or policy changes, evaluate proposed rule or policy changes, and make ultimate recommendations to the Board on the structure and content of the rules.

10.2.5.1 Membership. The Committee shall be made up of the parish Director of Sports Ministry and chaired by the CYO Executive Director. All policy and/or rules change proposals considered by this committee must be submitted by a member of the committee.

10.2.5.2 Change Proposals. Rule change proposals to be considered for the next school year, shall be received in the CYO Office no later than the February date prescribed on the CYO website and communicated directly to the Parish Director of Sports Ministry. The proposals shall be made available to the members of the committee within approximately seven days following the deadline above.

10.2.5.3 Hearing. In March, on a date communicated directly to the Parish Directors of Sports Ministry, the committee will hold a hearing on any proposals to be considered. Any member of a CYO parish shall be given the opportunity to address the committee on the proposed rule changes.

10.2.5.4 Final Form. The member(s) submitting a proposal may change the proposal, or similar rule change proposals may be consolidated into a single proposal, into a final form that will be distributed in advance and voted on by the Policy/Rules Committee. The final form must be submitted to the CYO Office

within ten (10) days following the hearing.

10.2.5.5 Vote. The vote by the Policy and Rules Committee will be taken in April no less than one week prior to the April Executive Board Meeting. All proposals recommended by the Committee shall be placed on the agenda of the next Board Meeting.

The vote of a majority of DSMs present at a meeting or by e-mail ballot shall constitute the decision of the Committee. A parish Director of Sports Ministry unable to attend the meeting may submit his or her vote on agenda items. The vote must be submitted in writing or e-mailed before the meeting. Only those proposals receiving majority support shall be considered a recommendation by this committee.

10.2.5.6 Executive Board Vote. The Executive Board shall consider and may vote to ratify any proposal passed by the Policy and Rules Committee at an Executive Board meeting following the Spring DSM Meeting. At this meeting, the Executive Board may vote to approve a proposal as written, fail a proposal, or vote to approve a proposal contingent upon a change recommended by the Executive Board. Any proposal passed without change or failed at the Executive Board level will be final. Any proposal passed contingent upon a change must return to the Policy & Rules Committee for final review and approval. All changes requested by the Executive Board should be non-significant. That is, the change should not significantly alter the intent of the rule initially improved by the Policy & Rules Committee. The Executive Board may also propose that additional “interpretation language” be added to the Rules of Competition (in

italics) with a particular rule. Any proposed change or request for “interpretation language” shall return to the Policy & Rules Committee for a final vote, which shall be binding. Should these changes pass the final majority vote by the Policy & Rules Committee, they will go into effect for the following CYO year. Should any change or “interpretation request” fail to receive majority vote at this time, it shall be considered dead.

10.2.6 Football Safety and Competition Panel. This panel shall be responsible for review of all CYO Football rules, policies and procedures on an annual basis and as needed throughout the year. The purpose of this panel is to develop a group of individuals from football specific disciplines who are able to review and make recommendations to the Policy and Rules Committee as well as the Executive Board and Members based on research and expertise in the sport of football. The committee shall not have voting privileges but shall instead serve to research and promote ideas and proposals designed to assure the safety and well-being of both participants and the sport as a whole within CYO. The committee shall meet in-person at least once annually and communicate electronically as needed. Members shall be appointed by the Executive Director with oversight by Executive Board. Members shall be individuals with relevant expertise or knowledge in the area of football.

10.2.6.1 The panel shall be chaired by a member of the CYO Executive Board and include at least one Director of Sports Ministry Representative and one Priest Representative. The panel may be comprised of other members with expertise in the following specialties: Local Physician with Specialty in Head Trauma, Physician with Specialty in Orthopedics or an Athletic Trainer,

Professional or Collegiate Football Coach, High School Football Coaches*, Youth Football Coaches*, Officiating Representative, Equipment Industry Representative and Executive Directors of CYO and Parochial League*. “*”

Indicates that the Parochial League of Kansas City will have the opportunity to nominate members in any year in which teams from both leagues participate together.

10.2.7 - Faith and Spirit Committee. This committee shall be made up of one parish representative from the CYO Executive Board, a Priest representing either the Johnson or Wyandotte Region on the Executive Board, the Lead Consultant of Evangelization & Catholic Formation of Youth of the Archdiocese of Kansas City in Kansas (Member), and the Executive Director of CYO. The committee shall be responsible for, but not limited to, the following areas:

(a) Reviewing all CYO Bylaws and Rules on a regular basis to assure consistency with teachings and values of the Catholic Church, the Archdiocese of Kansas City in Kansas, and Archdiocesan leadership. The committee may not unilaterally make changes to Rules of Competition or Bylaws outside the normal process, but may make recommendations to the Policy and Rules Committee or the Executive Board.

(b) Reviewing the applications of “unaffiliated participants” per CYO Rules of Competition Article IV, Section 4, Part (e). Decisions on acceptance of these applications shall lie with this committee.

(c) Developing and implementing initiatives and resources related to the faith formation of children, coaches, parents and families within the CYO

Community and the broader Archdiocesan community as it relates to ministry through sport.

(d) Supporting and advancing the mission of CYO, namely to lead youth to Christ through the ministry of sport, through consulting with key members of the CYO Community including Pastors, Parish Staff, Directors of Sports Ministry, the CYO Executive Board, and other committees or groups within the local Catholic community.

SECTION 11 – MISCELLANEOUS

11.1 Amendment of Bylaws. These Bylaws may be altered, amended, or repealed and restated after:

(a) Such change is communicated to the Directors of Sports Ministry and the Regions and posted on the website at least 60 days before such proposal is considered by the Board. Any Director of Sports Ministry that makes written request to be heard on a proposed Bylaw change shall be given that opportunity at the Board meeting where the Bylaw change is being considered. Any other interested person shall have the right to request, in writing to the Chairperson, to be heard on the change and requests shall not be unreasonably denied; and

(b) After hearing all comments, a majority of all directors must approve such change at a regular or special meeting duly noticed in writing or electronically before the meeting and subject to the express written approval of the Members, which must be given before any alteration, amendment, or repeal and restatement becomes effective; or

(c) Upon action of the Members of the Corporation.

11.2 Bylaws Govern. To the extent that any power, duty, responsibility, right, or privilege is granted by these Bylaws, only an amendment to these Bylaws can add, alter, or remove any such power, duty, responsibility, right, or privilege. Amendment of the Rules of Competition shall not otherwise affect these Bylaws and in the event of a conflict, the Bylaws control.

11.3 Publication of Personnel. The names of all Directors, Parish Directors of Sports Ministry and Committee members shall be listed on the website as soon as practical after their election or appointment.

11.4 Communication. Except as provided herein, all communication with or to the Board and/or a director and/or any committee may be emailed to admin@cyojwa.org or addressed and sent to the following address:

Catholic Youth Organization
5041 Reinhardt Dr
Roeland Park, KS 66205

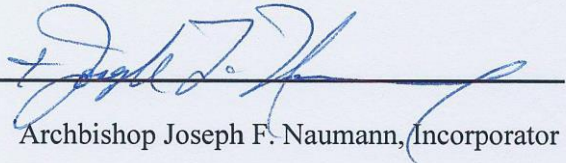
or as may otherwise be determined by the Board from time to time and published on the website. Communications addressed to the Board, directors, committees or committee members shall be forwarded to the appropriate individuals.

CERTIFICATE OF INCORPORATOR

I, the undersigned, do hereby certify:

(1) That I am the Incorporator of Catholic Youth Organization of Johnson and Wyandotte Counties, Inc., a Kansas non-for-profit corporation; and

(2) That the foregoing bylaws, comprising twenty-five (25) pages, constitute the original bylaws of the corporation, as duly adopted at the Meeting of the Incorporator thereof duly held on the 20 day of September, 2011.



Archbishop Joseph F. Naumann, Incorporator

*Bylaws amended from original copy with Executive Board vote on 5/15/12, and 5/29/14.

*Structural Board Leadership changes were amended with Executive Board vote on 5/26/20, and concurrence from all three (3) members of the corporation on 7/1/20