

C.Y.O. ATHLETIC POLICIES & PROCEDURES

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CYO ATHLETIC POLICIES AND PROCEDURES

I. INTRODUCTION

A. Mission

The Catholic Youth Organization (CYO), as a component of the Discipleship & Family Life Department (within the Diocese of Toledo structure), assists the Bishop in his teaching mission by serving, challenging, and supporting the leaders of youth formation and education who minister in parishes and in the Diocese of Toledo.

B. Focus

The Catholic Youth Organization (CYO) is an athletic program designed to be a character builder for youth. The ideals of good sportsmanship and Christianity shall be the overriding influence of the program.

CYO Athletics should be viewed as part of the faith building efforts of the participating members. These programs can be effective tools that will invite, welcome and involve any person into the life of that faith community. The inter-relationship of CYO Athletics with family life, parish life, and school life, is essential.

Total participation is a main goal of the CYO athletic program. All who have the opportunity to be on a team also have the right to participate in the game. The young person, not the athletic activity, is our key focus.

C. Spiritual Formation

All those involved with CYO (athletic directors, coaches, parents, spectators, etc.) must never lose sight of the fact that this is a Catholic Organization and that each person serves as a minister of the Catholic Church. (See "The Parish and Athletics" Outline by Fr. Jim Bacik - Appendix I).

1. The Athletic Director, as a leader in the parish, must set an example and reflect the attitude of CYO athletics as a ministry to coaches and parents.
2. The coach sets the tone and gives direction to the individual team. His/her position must also be seen in the context of ministry to youth.
3. A team prayer must be included as part of all games and practices. Prior to the start of any CYO contest, athletes from the two competing teams and their coaches will meet with game officials and together recite the official CYO Team Prayer (See Appendix II).
4. Parish athletic directors and/or coaches are encouraged to meet with the parish pastor/al leader to schedule a team Mass, Reconciliation Service, Coaches' Commissioning, etc. This would also be a good opportunity to ask the pastor/al leader how the team could be of service to the parish community away from the playing field.

D. Funding

The CYO office in the Diocese of Toledo is funded by team & player fees from each sponsored sport, gate admissions, and donations from individuals. The "Invest In Our Youth" program is a sponsorship program in which businesses can assist the CYO funding. The CYO Athletic program in the Diocese of Toledo does not receive any type of "outside" funding (e.g. the diocese or United Way).

II. PERSONNEL

A. CYO STAFF

1. **Diocesan Director of CYO Athletics**

Ms. Julie Dubielak

419-244-6711, ext. 4881; jdubielak@toledodiocese.org

The Diocesan Director of CYO Athletics oversees the total athletic program (K-12) for the Diocese of Toledo. This includes the sports of basketball, cheerleading, cross country, fall soccer, football, softball, spring soccer, track and volleyball.

2. **Assistant Diocesan Director of CYO Athletics**

Mr. Matt Hammer

419-244-6711, ext. 4896; mhammer@toledodiocese.org

The Assistant Diocesan Director of CYO Athletics works with the Director of Athletics to help with all aspects of athletic programming in the Diocese of Toledo.

3. **CYO Chaplain**

Reverend Phil Smith

The CYO Chaplain serves to connect the total CYO effort to youth with the mission of the Catholic Church by offering sacramental ministry, encouraging vocations, and providing spiritual and theological direction. The Chaplain is a member of the CYO Advisory Committee.

4. **CYO Sports Commissioners**

The commissioners of sports sponsored by CYO Athletics assist the Director and Assistant Director of Athletics with a variety of duties throughout the sports season for the metro Toledo leagues. This may include, but is not limited to, the formation of leagues, scheduling of games and/or officials, and interpretation of rules.

5. **CYO Administrative Assistant**

Mrs. Kathy Rakay

419-244-6711, ext. 4932; krakay@toledodiocese.org

The CYO Administrative Assistant works with the Director and Assistant Director of CYO Athletics to help with the office aspects of athletic programming in the Diocese of Toledo.

B. CYO Advisory Committee

This committee is advisory to the Diocesan Director and Assistant Director of CYO Athletics in all aspects of CYO programming. The committee is advisory by design and does not have decision making authority (Exception: the protest procedure as outlined in Section E). Members consist of parish athletic directors, CYO volunteer coaches, parents, alumni, parish pastor/al leaders and principals. The term of each committee member is a two year minimum, renewable for one additional two-year term.

III. PARISH ATHLETIC DIRECTOR

The CYO Parish Athletic Director is an adult leader of the entire parish athletic program. This person should be someone who is organized, respected within the parish community, able to effectively communicate, mediate disputes and someone who cares about the well-being of kids above all else. Although it is helpful for the parish athletic director to possess knowledge of the rules of the games, it is not absolutely necessary to be successful in this position. It is required (July 2013) that all parish athletic directors attend a CYO Certification session and maintain current CYO Certification status. The parish athletic director is the lead person as far as communication with the parish pastor, school principal, parish DRE and the CYO office. The position of the parish athletic director is not an easy one, but at the same time it can be a very rewarding one. This is certainly a very important ministry to the youth at each parish.

A. Parish Athletic Director Basic Duties

Some basic duties of a typical parish athletic director may include, but is not limited to:

1. Meet with the parish pastor at least once each year to review the athletic program;
2. Keep the pastor up-to-date with what is happening in the parish & athletic program;
3. Coordinate all player sign-ups;
4. Oversee the formation/selection of all teams;
5. Ensure that all participants meet CYO eligibility requirements;
6. Establish a parish system for collecting & tracking player/parent contracts, as well as the Concussion Information Sheet (signed);
7. Submit all CYO team entry forms and fees to the CYO Office prior to the deadline (including league and scheduling requests);
8. Recruit coaches;
9. Meet with all coaches to review expectations, duties & responsibilities;
10. Track all coaches to make certain that they have *successfully completed a criminal background check*;
11. Track all coaches to make certain that their CYO Coaching Certification is current;
12. Track all coaches to make certain that they have completed the NFHS online Concussion Awareness video (as mandated by House Bill 143) and submitted a Certificate of Completion to the CYO Office;
13. Establish a practice schedule for all parish teams;
14. Submit all CYO rosters and fees to the CYO office prior to the deadline;
15. Implement an evaluation process for all coaches;
16. Mediate any issues that may occur with coaches, parents and/or players;
17. Document in writing all coaching problems and/or concerns and send them to the coach and pastor;
18. Forward to the CYO Office, to be kept on file, any correspondence regarding the removal of a coach from his/her coaching duties;
19. Obtain the CYO Lanyard of any coach who has had his/her coaching privileges revoked;
20. Meet with parish athletic board and/or athletic commissioners on a regular basis;
21. Evaluate the equipment, facilities and uniforms to ensure that the participants are safe;
22. Develop a parish athletic budget each year;
23. Communicate with parishioners through the weekly parish bulletin, newsletters, bulletin boards, *social media* and other means that may be available.

Each parish is structured uniquely and the basic duties may be different from one parish to the next.

B. Parish Athletic Budget

1. Preliminary to establishing a parish CYO budget for the year, it is recommended that the parish athletic director meet with the pastor/al leader to discuss financial needs. The pastor/al leader must approve a final budget for the parish CYO athletic program.
2. A full written accounting of all parish CYO fees with a complete and up-to-date reconciliation of authorized expenses, money devoted to approved projects and that remaining on hand, must be kept on file on the parish premises for prompt access, ready reference and appropriate church control. The pastor/al leader must authorize any tax-exempt purchase, substantial expense, project, program or fund-raising activity by the parish CYO group. Strict procedures to account for all funds coming into the hands of anyone involved in the CYO program must be established and followed at all times. Fees should be charged only if actual expenses will be incurred.
3. Any fund-raising activities must conform to and comply with diocesan policy, procedures and regulations, as well as local, state and federal law and must be approved by the parish pastor/al leader.

IV. COACHES

A. Coaches' Eligibility

1. All head coaches and assistant coaches must be approved by the parish pastor/al leader.
2. All candidates for CYO coaching positions (both head and assistant) over the age of 18 are required by the diocese to *submit to a criminal background check every five years*. Coaching candidates must receive a favorable report in order to coach.

A. Coaches' Eligibility (continued)

3. Any head coach under the age of 24 must meet with and receive written approval from the parish pastor/al leader and/or the parish athletic director. This letter must then be kept on file at the parish office and a copy must also be forwarded to the Diocesan CYO office.
4. All head coaches and assistant coaches (including high school students serving as coaches for service hours) are required by Diocese of Toledo Policy to successfully complete an initial safety orientation and training program approved by Ohio Parks and Recreation. (See Appendix III for a current schedule).
 - a. The initial course is effective for one calendar year (12 months).
 - b. The initial course offered by the CYO includes the "Protecting Youth & Those Who Serve Them" workshop on the Diocesan Policy on Response to Child Abuse and Adult Sexual Misconduct. If a coach has already completed this educational session (within the past 12 months), he/she need not repeat the course. A certificate of completion must be presented in order to be excused from the session.
 - c. If a coach completes an approved certification program other than those offered by the CYO office (e.g. NYSCA, PAP) and has a current certificate/permit he/she must submit a copy of the certificate received upon completion of the certification class to the CYO office and **MUST** also attend the Diocesan workshop on "Protecting Youth & Those Who Serve Them", as well as a CYO re-certification session, before they are eligible to coach in the CYO program.
 - d. All coaches must be presented with, and acknowledge by signing, the "Expectations For All Who Minister To Youth" form. This will be reviewed at all CYO Initial Certification & Re-certification sessions.
 - e. The initial course must be followed annually by a re-certification course.
 - f. If a coach fails to maintain his/her current CYO Coaches' Certification by attending an annual re-certification class, the coach loses his/her eligibility to coach in the CYO and must again attend an initial course which includes the "Protecting Youth & Those Who Serve Them" workshop.
 - g. All coaches must complete the National Federation of State High school Associations (NFHS) online Concussion Awareness Course in response to Ohio House Bill 143 (took effect on April 26, 2013) at <https://nfhslearn.com/courses/61037/concussion-in-sports> and submit a copy of the Certificate of Completion when registering for a CYO certification session. No coaching lanyard will be issued until this certificate is on file in the CYO office.
 - h. A CYO coaches' name tag and lanyard will be issued from the CYO Office to any coach who satisfactorily completes the course requirements. This name tag and lanyard **MUST** be worn by all CYO coaches at all games, meets and contests and is prima facie evidence of safety training.
 - i. The CYO will not accept any type of certification program which allows an individual to send in money to renew their coaching certificate. All coaches must attend an approved renewal class every twelve months to have their coaching status remain current.
 - j. Successful completion of this orientation program became mandatory in the Diocese of Toledo CYO programs prior to the start of the 1997 CYO basketball season.
5. All head coaches and assistant coaches must sign a CYO Coaches' Code of Ethics and submit it to the CYO Office prior to the deadline set for the sport. (See Appendix IV). This document will be signed at all CYO coaches' certification sessions.
6. Teams may be coached by either men or women.
 - a. If a man coaches a girls' team, a female must be present at each CYO game and practice to supervise locker room facilities.
 - b. If a woman coaches a boys' team, a male must be present at each CYO game and practice to supervise locker room facilities.

A. Coaches' Eligibility (continued)

7. Coaches should be evaluated at the end of each season. This process should include input from the players' parents and the athletic board at the parish. The results of the evaluation should be shared with the coach in a timely fashion and steps for improvement should be outlined if necessary. In the event that the removal of the coach is necessary, the coach should be given an opportunity to speak with the parish athletic director and/or parish athletic board before a final decision is made. Once a final decision is made it must be shared with the coach in writing. The CYO Office must be forwarded any correspondence regarding the removal of a coach from his/her coaching duties to be kept on file. If a coach is removed from his/her coaching duties either by the parish or the CYO office, they are required to turn their current coaching lanyard to their parish athletic director or the CYO office.

Remember that although coaching in the CYO program is a volunteer position that takes much time, it is a privilege NOT a right.

B. Coaches' Pre-Season Responsibilities

1. Coaches must attend either the CYO initial certification class or the re-certification class as appropriate for his/her standing in the program & submit a Certificate of Completion of the NFHS online Concussion Awareness Course (House Bill 143) and obtain team entry forms, team roster forms, coaching lanyard (with name tag) and other information.
2. Coaches must submit the team entry form prior to the stated deadline for the particular sport, including any legitimate special scheduling requests of which the CYO Office should be aware. (See Appendix V). Coaches are encouraged to submit this form to his/her parish athletic director, as the team fee is required to be submitted with this form. Athletic directors are encouraged to submit all team entry forms and team fees together to the CYO Office prior to the stated deadline.

Teams meeting the team entry and fee deadline are guaranteed a spot in the league. After deadlines, entry is on an "as-space is available" basis. Teams withdrawing from the league forfeit the entry fee paid.

3. Coaches must submit to the parish athletic director or sports commissioner a player/parent contract for each player listed on the team roster before he/she is eligible to play. This form must be signed by the player, his/her parent, coach and physician. An annual physical examination and signature from a medical examiner (Physician [M.D., D.O., or D.C.], Advanced Nurse Practitioner or Physician's Assistant) is required for ALL participants in the program. (See sample contract - Appendix X). If an athlete submits a physical form with a doctor's signature, other than the one provided by the CYO, it should be attached to the CYO form which includes the signature of a parent and all other required information.
4. Coaches must submit to the parish athletic director or sports commissioner an Acknowledgement of Having Received the Concussion Information Sheet, signed by the athlete's parents, for each player (House Bill 143).
5. Coaches must submit the following paperwork and required fees to the CYO Office prior to the deadline for that particular sport in order for his/her team to be eligible to participate in any CYO athletic league. (See a sample "Coaches' Checklist" - Appendix IX).
 - a. A completed team roster (See sample roster - Appendix XI). In order for a roster to be accepted, all items must be completed (including the signature of the parish pastor/al leader). The official CYO roster form **MUST** be used; other computer generated lists will not be accepted unless they contain all of the information which is required on the official CYO form. This is needed to confirm that those players and coaches listed on the roster meet the eligibility requirements of the CYO athletic league.
 - b. Coaches must submit required player fees. Parents should pay individual player fees to the parish or coach, who should then submit one check for the entire sum. Individual checks will **NOT** be accepted by the CYO Office.

NOTE: Both items listed under #5 (a. team roster & b. player fees) **MUST** be turned in to the CYO Office prior to the set deadline for the particular sport. Failure to comply may result in forfeiture of the team's first scheduled game. All paperwork and fees must have been submitted to, and found to be complete and acceptable by the CYO Office.

B. Coaches' Pre-Season Responsibilities (continued)

6. Coaches must establish an emergency plan for practice site(s) and review it with all other coaches who will be present throughout the season. (See sample "Emergency Plan" form - Appendix VII).
7. Coaches must distribute, collect and review all emergency medical forms before the first practice. These forms must be in the coach's possession at each game and practice. It is recommended that copies of these forms be made and that each coach carry a complete set for all team members. This is a safety issue in the event that the head coach is late to arrive at practice or is unable to attend a practice. If any special needs or medical conditions are noted by parents on the completed emergency medical form, coaches must ask the parents to explain what emergency might occur and what actions or precautions should be taken. (See "Emergency Medical Authorization" - Appendix VIII).
8. Coaches must meet with parents of his/her players prior to the start of each season. This could be done with the other parish teams on the same night so that parents with more than one child in the program would have only one meeting to attend. (See "Parents' Meeting" - Appendix VI).
9. Head coaches must distribute the league schedule to all assistant coaches and team members once it is posted on the CYO web site. It is the head coach's responsibility to educate all those associated with the team where they can find all pertinent information (schedules, standings, rules, etc.) on the CYO website.

C. Coaches' General Responsibilities

1. Coaches must understand they are a role model to the youth on their team. (See Appendix XIII - "Suggestions to Coaches/ The Coach as a Role Model").
2. Coaches are responsible to know and understand the rules for the sport they are coaching and to teach these rules to their players both in the letter and in the spirit. National Federation High School rule books may be purchased through the National Federation website (www.nfhs.com).
3. Coaches are responsible to conduct themselves in an orderly fashion and with proper bench decorum. Coaches must always set a good example for the players and spectators to follow.
4. Coaches must respect the integrity and judgment of game officials. Treating them with respect, even when not agreeing with their judgment, will serve to create a positive impression of both the coach and team.
5. Coaches should display modesty in victory and graciousness in defeat.
6. Coaches are responsible for the conduct of their assistants, players, parents, and spectators.
7. The greatest challenge of a youth coach is to develop the players on their team into better Christian people who will make their family and parish community proud.
8. A coach must never underestimate the influence which they have on their players.

D. Coaches' Transportation Liability

1. Coaches who, with the permission of the parish leader, transport youth athletes to an approved parish or diocesan function are not personally liable for injury or damage occurring at the function unless:
 - a. they actively approve or participate in a specific act or omission causing the injury or damage,
 - b. they later ratify a prior act of omission or another with full knowledge of the event,
 - c. or they are involved in willful or intentional misconduct.
2. If a personally owned automobile is used for any parish or diocesan related transportation purpose, it is recommended that the driver should be at least 21 years of age (the age of 25 is preferred) and provide his/her own bodily injury and property damage insurance and show his/her valid driver's license and insurance policy information to the parish/diocesan leader upon request. The leader may also require that the person younger than the recommended minimum age produce a copy of his/her traffic record to show that they are a responsible driver, if there is any question.

V. CONDUCT & CHARACTER

A. Expected Behavior & Positive Cheering

All coaches, players, parents, spectators and others involved with a team in the CYO program are expected to conduct themselves in a Christian manner, teaching and guiding the youth with a sense of fair play, sportsmanship, and acceptance of winning and losing in accordance with Christian ideals and the objectives of the CYO program.

1. This is not accomplished in the following instances:
 - a. Use of profane language or gestures.
 - b. Vandalism or the destruction of property.
 - c. Verbal or physical abuse of players, opponents, officials or anyone affiliated with the CYO program.
 - d. Use of alcohol, drugs or tobacco before, during, or after a CYO affiliated contest.
 - e. Failure of the moderator to assume direct responsibility for the individual program.
 - f. Refusal to abide by the rules and decisions of the CYO Office.
 - g. Knowingly using an ineligible player.
 - h. Leaving the field or floor because of dissatisfaction with an official.
2. Good sportsmanship and proper conduct are integral parts of the CYO program. Any type of cheering, yelling or other similar actions which are done in a manner to disconcert or to be derogatory toward the opposing team or a specific opponent is considered inappropriate. Cheering and other support must always be positive in nature. Cheers and encouragement should always be directed toward your team and players to do well and NOT toward an opponent to fail.
3. Head coaches have the obligation to correct any assistant coaches, team members, parents, and/or spectators from his/her team for misconduct, foul language, etc.

B. Discipline

1. A coach, player, parent or spectator guilty of any flagrant or unsportsmanlike behavior will be penalized under the direction of the Director and/or Assistant Director of CYO Athletics, CYO Staff member(s), CYO Advisory Committee or the site supervisor.
2. The head coach is responsible for writing a game report and submitting it to the CYO Office if anyone associated with his/her team (including spectators) is ejected from a game. This must be done before that individual is allowed to attend and/or participate in another CYO contest. Failure to abide by this may result in a forfeit of a contest.
3. The coach, player, parent, spectator or team may be suspended from one game to the remainder of the season, or permanently if the offense warrants.
4. Any CYO certified coach who allows someone else to wear his/her CYO lanyard will face suspension from the CYO program.
5. All coaches and spectators must realize that since these are parish sponsored events which are taking place mostly at school facilities the "Safe Schools Ordinance" may be used against anyone guilty of violating it. Violations include, but are not limited to, physical contact or verbal threat to any game official, coach, participant or spectator. Upon conviction, the person shall be guilty of a misdemeanor of the first degree.

VI. SUPERVISION OF YOUTH

The responsibility for the care and custody of youth rests with the CYO coach, parish athletic director and ultimately with the pastor/al leader. These adults serve "in loco parentis" (in place of parents) and have the authority to reasonably discipline the youth.

A. Adult Behavior With Children

1. Adults should use prudence in relating to children and should be aware of behavior which could be open to misinterpretation by others. Situations that may lend themselves to opportunities for abuse, or even to the perception of opportunity for abuse, should be avoided, such as:
 - a. spending the night with a child;
 - b. having a child as a sole companion on a trip,
 - c. or continually seeking out the companionship of a particular child.
2. Fraternalization between youth and those who work or volunteer with youth is prohibited. Non-permissible fraternalization includes any behavior (verbal or physical) of a sexual, illegal, or age-inappropriate nature; as deemed inappropriate for a particular child by the administration of the parish. This policy pertains not only to engaging in such behaviors, but also the suggestion, threat, or invitation toward such behaviors.
 - a. Employees, staff members and volunteers involved in improprieties with youth will not be supported by the Diocese, rather the offenders will be prosecuted to the full extent of the law.
 - b. The Church must be a firm defender of child's rights regardless of who the alleged abuser is.
3. The relationship between the employee (volunteer) and youth must always be one of adult to child, governed by the moral standards of the Church, the legal standards of the State of Ohio and common sense. As such, the policy prohibits fraternalization not only during youth activities or practices, etc., but at any time or any place, unless some separate (family) relationship exists.

B. Child Abuse and/or Neglect

1. It is a criminal offense for any person who has custody or control over youth, that is, a parent or one standing in the place of a parent, to create a substantial risk to the youth's health or safety by violating any duty of care, protection or support. Further, it is a criminal offense to punish discipline or restrain a youth maliciously, in an excessive or cruel manner or for a prolonged period so as to create a substantial risk of physical or mental harm to the youth. (Section 2919.22 Ohio Revised Code).
 - a. A "neglected" youth includes any person under 18 years of age who is abandoned by his/her parents or guardian, or who lacks proper parental support and care, such as necessary subsistence, education or medical care perhaps including an apparent lack of grooming.
 - b. An "abused" youth includes a victim of sexual contact or conduct, or one who exhibits evidence of intentional injury (Sections 2151.03 Ohio Revised Code).
2. Anyone who suspects that a youth is being abused or neglected must report the information to the pastor/al leader for report to an appropriate agency.

C. Gangs/Gang Related Activity

1. The possession of weapons or other dangerous or illegal objects by players, coaches, officials or spectators at any CYO athletic contest is prohibited.
2. The presentation of gang "identifiers" at any CYO athletic contest is prohibited. Any participant, coach or referee who is wearing anything that has been labeled as a current gang "identifier" will be denied the opportunity to participate.
3. Coaches who suspect a player or official in the CYO program is involved in gang activity should report their suspicions to the CYO Office.

D. Drugs, Alcohol, Tobacco, and Weapons

1. The use and/or possession of non-prescribed drugs, alcohol, tobacco, or a weapon, by a player, coach, official or spectator at any CYO athletic contest or practice session is prohibited. CYO practice and game sites are drug, alcohol, tobacco and weapon-free zones.

2. Coaches who discover a player in violation of this rule should notify the athlete's parents as well as the parish pastor and/or parish athletic director. Please contact the CYO Office if a coach or official is found to be in violation of this rule.

VII. PARTICIPANTS

A. Player Eligibility

1. Any boy or girl who meets the CYO eligibility requirements must be given the opportunity to participate on a CYO parish team. The philosophy of the CYO program does not include any "cutting" of children who wish to participate on a team. Parishes may enter more than one team in any offered activities. The CYO office will help in any way possible to enter as many teams as necessary to insure full participation.
2. Elementary School - All players must be members of the sponsoring parish and/or educational system of that parish in order to play on the parish team. The parish pastor/al leader will determine who is eligible to play on his/her parish teams. If the pastor/al leader's determination is challenged or unclear, the CYO Office will have the ultimate say regarding player eligibility.
3. High School - All players must be members of the sponsoring parish in order to play on the parish team. A player may not participate on a parish team other than the one in which his/her parent(s) or legal guardian(s) are registered members. As in the elementary school leagues, the parish pastor/al leader will determine who is eligible to play on his/her parish teams, but the CYO Office will have the ultimate say regarding player eligibility.
4. Private Catholic School - All students who are enrolled in a private Catholic elementary school are eligible to play in the CYO program. If the school does not offer a team in a particular sport, the student may choose to participate for a neighboring (based on the residential address of their family) parish team.
5. If the parent(s) and/or legal guardian(s) of a player are registered members of more than one parish, the player must designate the parish in which he/she will participate in the CYO program for the current school year. This will be decided by virtue of the parish at which they play their first sport (e.g. If a girl plays volleyball in the fall, then she will play for the same parish for the remainder of the school year unless a physical move of residence takes place).
 - a. A player is not permitted to switch from the designated parish during the course of the school year unless that parish does not sponsor a team in a particular sport.
 - b. This rule also pertains to a player who attends school at a parish other than the one in which his/her parents are registered members.
 - c. If a family has joined more than one parish without physically moving residences within the past twelve months, the CYO Office may review each case individually consulting with the pastor, the family in question, and the CYO Advisory Committee. The CYO Office will make a final decision regarding eligibility and the athlete's parent and/or coach will be notified. There is no appeal process once this decision is made.
6. When a parish does not have a team in a particular sport, a boy or girl from that parish may request to play on a neighboring parish team.
 - a. This is done by obtaining a "Transfer Request Application" (See form in Appendix XIV) from the CYO Office, completing all of the required information and submitting it for approval prior to the team roster deadline for that sport.
 - b. It should never be assumed that the Transfer Request will automatically be approved once the form has been submitted with the required signatures. The CYO Office will review the request and make a decision regarding a player's eligibility within 5 business days of submission to the CYO Office, notifying the applicant's parent and/or coach.
7. If a player's family physically moves residences from one parish to another during a particular season, he/she has the option of switching parish teams up to the midpoint of that season. After the season's midpoint, the player must stay with his/her original team.

A. Player Eligibility (continued)

8. No player may be listed on more than one CYO team roster for a particular sport. Any player who participates in a CYO contest for a team, other than the one for which they are rostered, will be suspended for at least an equal amount of games for which they participated in illegally. The head coach of the team which used the illegal player will be suspended for at least five games and the team may be suspended from any post-season play.
9. Use of an ineligible player results in an automatic forfeit to the opposing team in all games in which the said player participated.
10. Late additions to the roster are permitted (by submitting "Late Roster Addition" form (Appendix XVIII) and appropriate player fee) only up to the midpoint of the regular season, unless otherwise specified in the league rules.
11. No player may play for an OHSAA or MHSAA member school team (junior high or high school) and a CYO team in the same sport during the same school year.

B. Grade & Age Divisions of Players

1. The PEE WEE DIVISION includes athletes from Kindergarten & 1st grade ONLY when referring to cross country. The PEE WEE DIVISION includes athletes from 1st & 2nd grades ONLY when referring to soccer.
2. The MINOR DIVISION includes athletes from the 3rd & 4th grades ONLY when referring to soccer & softball. If the player has reached his/her 11th birthday before August 1, 2016, he/she will not be eligible to play in the Minor soccer and softball divisions. The MINOR DIVISION includes athletes from the 2nd & 3rd grades when referring to cross country. If the player has reached his/her 10th birthday before August 1, 2016, he/she will not be eligible to participate in the Minor cross country division. (This division applies only to soccer, softball and cross country).
3. The CADET DIVISION includes players from the 5th & 6th grades ONLY. If the player has reached his/her 13th birthday before August 1, 2016, he/she will not be eligible to play in the Cadet division. 4th graders are permitted to participate in the Cadet division in cross country, softball and track as well as volleyball (new for Tri-Deanery in 2009 & Metro Toledo in 2013) and basketball (new in 2010-2011).
4. The JUNIOR DIVISION includes players from the 7th & 8th grades. If a player has reached his/her 15th birthday before August 1, 2016, he/she will not be eligible to play in the Junior division. A 5th or 6th grader may play on a Junior team, but may not move back down to the Cadet division during the same season (in the same sport).
5. The HIGH SCHOOL DIVISION includes players from the 9th-12th grades. A student who has reached his/her 19th birthday before August 1, 2016 will not be eligible to participate. No one whose class has graduated from high school may play in this division.
6. The following sports are offered by CYO for the age groups listed below. No student in a grade lower than the lowest grade listed for each sport will be permitted to participate in that sport. Grade school students may participate only in grade school leagues, just as high school students may participate only in high school leagues.

Basketball	-	3rd - 12th grade boys & girls
Cheerleading	-	5th-8th grade boys & girls
Cross Country	-	Kindergarten - 8th grade boys & girls
Flag Football	-	3 rd & 4 th grade boys
Football	-	5th - 8th grade boys
Soccer	-	1st - 8th grade boys & girls
Softball	-	3rd - 8th grade girls
Track	-	4th - 8th grade boys & girls
Volleyball	-	4th - 12th grade girls
7. Any exception to these division rules must be approved in writing by the Diocesan Director of CYO Athletics and/or the Assistant Director of CYO Athletics.

VIII. SAFETY REGULATIONS

“Remember the kiddos. Are the kiddos safe?” - Bishop Robert Donnelly

- A. ALL participants in the CYO athletic program are required to be examined by a medical examiner (Physician [M.O., D.O., or D.C.], Advanced Practitioner or Physician’s Assistant) once a year and obtain a medical examiner’s signature on his/her player/parent contract.
- B. Coaches must inspect the playing environment (clean floor, proper padding, glass on field, etc.) prior to allowing the athletes to begin practice.
- C. Coaches must provide access to drinking water. If a water fountain is not nearby, coaches must make sure the players understand who will provide drinking water (will the coach provide water for the entire team or is each player responsible for his/her own water). Coaches may never discipline players by denying them water or water breaks. Regular water breaks should be built into each practice.
- D. Coaches must ensure that any equipment worn by a player fits properly and is used correctly. Coaches must also instruct the player on consequences of improper use of equipment.
- E. All teams are strongly encouraged to carry a first aid kit with them to all games and practices.
- F. Coaches must have a completed “Emergency Medical Authorization Form” (See Appendix VIII) for each participant on his/her team at all practices and games. This must be completed and in the coach’s possession before the team’s first practice.
 - 1. In the case of a youth’s illness or accident, notification of parents is required before action is taken or as soon as possible thereafter.
 - 2. When it is impossible to notify parents before acting, the procedures agreed to by the parents on the youth’s current Emergency Medical Authorization form are to be followed.
- G. Medication must not be given to any youth by a coach unless he/she has been given a written request by the player’s parent or legal guardian. All personnel should be informed that the administration of any drug (prescribed or over the counter) without the order of the physician and permission of parent or guardian could be interpreted as practicing medicine and is, therefore, prohibited by law.
- H. Coaches must be aware of recommended procedures for treating injuries where communicable diseases could be transmitted. (See “Communicable Disease Procedures” Appendix XV).
- I. All coaches must know where the nearest accessible phone is in case of an emergency and have completed an “Emergency Contingency Plan” form (See Appendix VII) for each practice site.
- J. No jewelry is allowed to be worn during any CYO game. This includes, but is not limited to, starter earrings and all rubber band bracelets and hair beads. Coaches must also enforce this rule at all team practices. This rule also applies to game officials.
- K. Two certified coaches (or a certified coach and a player’s parent) must be present at all practices. In case of an injury that requires emergency care, one person stays with the injured athlete while the other person places a call for emergency care.
- L. In the event of an injury:
 - 1. Coaches must take time to evaluate injuries.
 - 2. Parents must be notified by the coach whenever an injury occurs.
 - 3. A player must never be allowed to re-enter a game or practice unless a coach is sure that he/she is capable of performing without risk of further injury.
 - 4. An “Injury Report” form must be completed by the coach and submitted to the CYO Office within 24 hours of the occurrence of the injury. This form should be completed if the injury took place during a game OR practice session. (See Appendix XVI). This may also be submitted electronically through the CYO website.

VIII. SAFETY REGULATIONS (continued)

M. Coaches, game officials and league administrators must be aware of potential inclement weather and signs which indicate thunderstorm development. Every year there are several deaths due to lightning strikes. Weather can be monitored using several methods including:

- Monitor Weather Patterns -- Be aware of potential thunderstorms by monitoring local weather forecasts the day before and the morning of the practice or competition and by scanning the sky for signs of potential thunderstorm activity.
- Flash to Bang -- This method is used to assess how far away lightning is striking. It is determined by counting the number of seconds it takes to hear a clap of thunder after witnessing a flash of lightning. The number of seconds is then divided by five to get the distance, in miles, to the lightning flash.
- National Weather Service -- Weather can be monitored using small, portable weather radios from the NWS. The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions.

Upon the first indication that thunderstorm development is within 15 miles (game site or practice site) the activity shall be suspended until 30 minutes after the storm has left this mile zone. Individuals should move to a safe area until after the storm has moved away.

(re-printed from the Ohio High School Athletic Association)

- N. The CYO program will follow the procedures outlined in the National Federation High School rules for each specific sport regarding participation with a cast. It is strongly recommended by the CYO that any athlete who is wearing a cast not participate until their injury is completely healed and the cast has been removed.
- O. Every player must be insured by his/her parent(s) or legal guardian(s) through an acceptable insurance program. The Diocese of Toledo, CYO Office and all of their agents, in no way will assume responsibility for injuries sustained in games or practices. Parents must sign a release on the athlete's player contract.

IX. LEAGUE & TOURNAMENT PLAY

A. League Assignments & Schedules

1. The Director and Assistant Director of CYO Athletics and the CYO Sports Commissioners will assign each team to a league prior to the start of the season, taking into consideration that participants have the opportunity to be involved in athletics at the level of their abilities.
2. Coaches must submit any special requests regarding the schedule prior to the team entry deadline for each sport (in writing, on the team entry form). The CYO Staff will attempt to accommodate these requests when preparing the schedule.
3. When a parish enters more than one team in a particular grade division, the teams will not be placed in the same league (unless there is only one league offered for that division). When there is only one league offered and two teams from the same parish are part of that league, they will not be scheduled to play against one another. If there is more than one league offered, and a parish requests to have two teams placed in the top league, the parish athletic director must submit (in writing) this request to the diocesan CYO office. This request will then be evaluated and a decision will be made. Teams will all be designated by the head coach's last name (instead of numbers or colors).
4. In tournament play, teams from the same parish will be placed in opposite halves of the bracket so that they could not meet until the finals (unless the tournament is a double elimination format), at which time the two teams will be declared co-champions and no game will be played. In the event that a parish enters three teams in a particular tournament they may have to play each other in the semi-finals of the tournament.
5. Once the schedule has been posted on the CYO web site, the only games that will be changed and/or rescheduled by the CYO Office will be those that include circumstances deemed unforeseeable and unavoidable (by CYO Office).
If a coach requests a game change and it is denied by the CYO Office, one of the following situations will result:

A. League Assignments & Schedules (continued)

- a. The contest will be forfeited, or
- b. The coach may contact the coach of the opposing team to see if he/she would be open to rescheduling. If both coaches agree to re-schedule, it is the responsibility of the coach initiating the schedule change to secure a site, date, time and officials to which the opposing coach is agreeable. The coach initiating the game change will also be responsible for paying the officials.

No contact with other coaches should be made prior to a denial or acceptance of a request by the CYO Office. No game changes will be considered by the CYO Office if a "star player" is out of town or ill, or if a team's head coach is unable to attend the game.

6. Some league schedules may have a game (or games) listed as "TBA" (To Be Announced). This means that one of the two teams involved was not available to play on that day (or weekend) and no other time was available to schedule this game. In the event that a game is listed as TBA the CYO office will not schedule a date, time or site for the game. These two teams must work together to arrange a game date, time and site and officials. (The CYO office may assist in securing officials once the game has been set up.) Results of this game must then be forwarded to the CYO office within 24 hours of the completion of the contest.
7. Parishes may sponsor tournaments before or after the season. These tournaments may be either "open" or "invitational". Parishes that sponsor open tournaments are encouraged to provide the CYO office tournament information to be posted on the CYO website. The CYO office will not have any part in team selection, hiring of officials or running of the tournament. Sponsoring parishes may purchase scorebooks and other supplies from the CYO office. Coaches must still honor their signed "CYO Coaching Code of Ethics" during these "outside" tournaments. Coaches may have their coaching privileges revoked if they are found to be in violation of the "CYO Coaching Code of Ethics".

B. Balanced Calendar Academic Schedule

1. Some elementary parish schools have adopted the Balanced Calendar Academic Schedule. This type of schedule includes a fall break (during October) and a spring break (during March). These breaks are usually 10 to 14 days in length.
2. The CYO office will attempt to work with parish athletic directors and/or coaches to work around schedule conflicts during the Balanced Calendar breaks. Coaches from parishes whose school use this type of schedule are urged to meet with all their team member parents prior to the entry deadline to review each family's plans for the break. The CYO office must be notified prior to the team entry deadline not only of any conflicts, but also if there are no conflicts affecting the teams.

C. Forfeits

1. Any team that forfeits two games without notifying the CYO Office at least 24 hours prior to the scheduled starting time will be dropped from the league and all previously played games will be considered no contest.
2. Coaches must not use an ineligible player in an attempt to avoid a forfeit. This will only compound the problem (see V. "Participants" A - 6 & 7).

D. Officials

1. The officials are appointed by the CYO Office (or their designee) and are either those licensed by the Ohio High School Athletic Association (OHSAA) in that particular sport or high school students who have completed CYO training sessions in order to officiate.
2. The officials are in complete charge of the game. Any unsportsmanlike behavior displayed by coaches, players, parents and/or spectators will be penalized by the CYO Office.
3. An official's judgment may not be protested.

E. Game Report Forms

1. Coaches are encouraged to complete a "Game Report" form (See Appendix XVII) included in each handbook after each contest, mailing or e-mailing it to the CYO Office within 48 hours of the contest. Game Reports may also be submitted electronically through the CYO website.

E. Game Report Forms (continued)

2. Coaches are asked to include compliments, as well as complaints, regarding the opposing coach, fans, players, officials, game site, etc. The CYO Office will contact the coach submitting the form if the situation warrants.
 - a. Please do not write to the Bishop, pastor/al leader of the parish involved, other coaches, etc. until the CYO office has been given an adequate opportunity to resolve the issue.
 - b. The CYO Office will handle problems that arise and will notify the appropriate personnel when it is deemed necessary.

F. Protests & Complaints

1. A formal protest is a written objection directly associated with the rules and/or eligibility of a player.
 - a. An official's judgment of a play MAY NOT be protested.
 - b. A protest must be submitted in writing to the CYO Office within 48 hours of the completion of the contest involving the protest.
 - c. No protests may be made by phone.
2. Protest Process
 - a. The initiator of the protest must submit the written protest to the CYO Office. The protest must include:
 1. date & site of the contest
 2. league & teams involved
 3. brief description of protest
 4. signature of person submitting protest
 5. signature of parish athletic director and/or parish commissioner
 - b. The Director of CYO Athletics will collect as much information as possible from the coaches, officials and spectators from both sides. If the Director of Athletics is directly involved with the protest, the process will begin with "e".
 - c. The Director of Athletics, with advice from the Assistant Director and the CYO Commissioner for that sport, will make a ruling on the protest.
 - d. Written appeal of a decision made by the Director of CYO Athletics must be submitted to the CYO Office within five days of the Director's ruling.
 - e. The CYO Advisory Committee will be contacted by the CYO Director of Athletics to be updated on the protest and/or appeal. The Committee may or may not request to meet with the parties involved to hear all sides of the protest.
 - f. The CYO Advisory Committee will make a ruling.
 - g. Once the CYO Advisory Committee has made a ruling, the case is closed.
3. Complaints are also received by the diocesan CYO office. These are important to receive because some of them will enable the overall operation of the CYO program to grow; however they will not be necessarily dealt with in the same manner as a protest. No game will ever be forfeited due to a complaint.

X. CYO WEB SITE

- A. The CYO web site may be accessed through the diocesan site at www.toledodiocese.org/CYO and includes all Policies & Procedures, sport specific rules, forms, schedules, standings, calendar, coaches' certification schedule and other useful information.
- B. Parish Athletic Directors are encouraged to submit information for any open tournament to be posted on the CYO web site. This information should be submitted to the CYO office electronically.
- C. The CYO will not post any type of parish fundraising information on the web site.

XI. CYO SOCIAL MEDIA

- A. "CYO Toledo" is the name of the diocesan CYO Facebook page and is managed by CYO Staff. CYO will receive notification from Facebook when anyone who is not an administrator attempts to post information to this page. We encourage you to post positive stories and/or photos to this page and refrain from making negative comments.
- B. @CYOToledo is a Twitter account that we hope to utilize in the near future to inform about weather cancellations, etc.

XII. CYO PRIVACY POLICY

- A. Coaches' contact information will not be provided to any fundraising companies.
- B. Coaches' mailing labels may be provided to outside groups for the purpose of tournaments, out-of-season leagues, camps and special youth night opportunities.
- C. CYO participants' information (name & address) may be provided to the Catholic high schools to announce camp information, but information will not be provided to any other outside groups.

XIII. CONCLUSION

The development of our youth, both as student-athletes and good Christians, must always come first. All adults involved in the CYO program should always teach by example and always be more concerned about the development of these young people than any personal desire to win a game or a trophy. It will be at these moments that we will have ministered to our youth in the same way that Jesus did.

GAME = God-like Actions Mean Everything!

THE PARISH AND ATHLETICS

by James J. Bacik

- A. A parish sports program can be a useful part of the important parish task of forming community.
1. Parishes are usually too large to be authentic communities as a whole, but they must promote the life of various smaller communities.
 2. Team sports do provide people with some feeling for community. In other words, parish athletic teams deserve the support of pastoral leaders just as do other communities which engage the time and energy of parishioners.
 3. This highlights the need to stress teamwork and the subordination of personal goals to team goals. This should be fostered by coaches and parents.
 4. It is in the context that parents should be encouraged to support decisions of coaches and not to be disruptive influences.
 5. It might be possible to give athletic teams a special role in parish liturgies on certain occasions: for example, a team could serve as readers, ushers and so on at a Sunday liturgy.
- B. Parishes could see athletics as one means of facilitating the personal development of parishioners.
1. Parishes are responsible for the personal growth of parishioners in all dimensions of their existence: physical, emotional, imaginative, intellectual, moral, religious and Christian.
 2. Athletics can be helpful in many of these areas. This is obviously true in the physical dimension since sports often motivate people to get in better shape and hone their skills. Sports also teach people how to handle their emotions such as anger, frustration and sadness as well as the joys of success.
 3. Success in athletics is often a matter of skillful use of imagination and intelligence. Sports call for playing by the rules and have the power to open up the religious dimension of life.
 4. Coaches who are able to give individual attention to athletes are often very influential on them especially if they place the well-being of the person above winning.
 5. It is important to teach youngsters to compete against their own potential and not simply against other persons. It is possible for both coaches and parents to teach this important lesson. Players should be praised for good effort and progress even if this does not include success or victory.
 6. This raises the whole question of allowing all players on teams to participate and not just restricting playing time to the best players. This point would require a great deal of discussion with coaches, parents and players. There is another truth to consider: in real life those with greater skills usually achieve greater success.
 7. It is important for coaches and parents to help youngsters deal with their failures. This requires prudence and sober realism. Failure is part of life. Youngsters should not be totally shielded from this reality. They should be taught resiliency and the ability to persevere and bounce back.
 8. Attention should be given to any gender differences that may influence the personal development of boys and girls through sports.
 9. Sports do not have to promote violence or destructive, competitive spirit. They can promote a healthy sense of competition and a sense of team work.
 10. There is a proper Christian humanism which praises excellence and which fosters a healthy sense of competition. This is opposed to those who believe that all competition, rating, and judging is destructive. That philosophy does not prepare young people for the real world.
- C. Parish athletic programs can serve the important function of developing leaders who have a sense of service.
1. Parishes are to encourage the charisms of all parishioners.
 2. Coaching teams and organizing sports are important ways of living out the Gospel and spreading the kingdom in the world.
 3. Coaches should be made to feel that they are a part of the parish leadership team. They should be encouraged to see their service as part of their Christian calling and a contribution to the well being of the parish.
 4. Coaches should be reminded of the great potential they have in influencing young people for the good. Their personal example is crucial. They must exercise good sportsmanship and proper respect for umpires and referees.

5. Parishes could help develop the leadership qualities of coaches and those involved in athletics in a variety of ways: simple reading material could be put in their hands; there could be a retreat for them or a special blessing for them at Mass. Whatever the means it is important to provide public recognition of their contribution and to make them feel that they are carrying out the Christian task of witnessing to the Gospel in the world.
 6. Coaches who are not able to treat the youngsters with respect should either be taught this virtue or be removed from coaching duties.
 7. Athletics are also the way of developing leadership skills in the young people. The custom of having captains of teams can be helpful in this regard. Coaches and parents could offer guidance to those chosen for these roles.
- D. Parish athletic programs should further the task of promoting justice in the world.
1. Parishes cannot just be turned in on themselves but must be concerned with transforming the world into a more humane place.
 2. Parishes should provide equal opportunities for boys & girls.
 3. Coaches & participants should develop respect for referees, umpires and so on.
 4. Victory and defeat should bring out proper sportsmanship, including due respect for the opponent.
 5. Parish money spent on athletic programs should be fitting and proportionate in relationship to the rest of the budget. Athletics should not dominate other parish programming for young people. There should be other programs for them to express and develop other talents and for the development of the more explicitly religious aspects of life through activities such as retreats.
- E. Parishes should promote athletics as one of the many ways of developing a distinctive Catholic imagination.
1. Parishes need to develop a sense of identity, a pride in belonging.
 2. Parish athletic programs can help participants gain a sense of pride and connection with the parish. This is also true with parents and coaches.
 3. It is good to celebrate the efforts made throughout the season. This could be done through a concluding banquet or some other means. This helps to engender a sense of value of celebrating effort and not just success.
 4. Coaches can become role models, examples of full Christian life.
 5. Priests and sisters who take an interest in athletics can appear as more credible role models to young people.
 6. Athletics could be linked with other parish formation programs. For example there could be a retreat for members of a team or a prayer service at the end of the season.
 7. We should always remember the power of the great Catholic symbols and stories. Notre Dame football functions this way in the Catholic consciousness.
 8. While promoting Catholic identity, athletics should also retain an ecumenical and inner-faith sensitivity. This involves respect for teams representing other traditions.

CYO Appendix II

CYO Team Prayer

(Athletes & coaches from both teams are to meet with officials prior to the start of each CYO athletic event and together recite this prayer, beginning and ending with the sign of the cross)

Lord God, we thank you for bringing us together today and ask that you watch over and guide us:
Help the athletes use their talents to the fullest and remain injury-free.
Help the coaches to teach these young athletes not only about the game, but more importantly about being good Christians.
Help the game officials do their best to enforce the rules and remain fair at all times.
And help the spectators to be considerate of all players, coaches, officials and each other.
Thank you for giving all of us the opportunity to put our faith into action today.

The 2016-2017 CYO Coaches' Certification Program Schedule

(e-mailed to all currently certified coaches July 6, 2016)

INITIAL CERTIFICATION SESSIONS

(all Saturday sessions are from 9am- 2:00pm)

- Saturday, August 20, 2016 @ Rossford All Saints Parish (McAlear Center)
- Saturday, August 27, 2016 @ Sylvania St. Joseph Parish (East Campus)
- Saturday, November 12, 2016 @ Sylvania St. Joseph Parish (East Campus)
- Saturday, November 19, 2016 @ Rossford All Saints Parish (McAlear Center)
- Sunday, December 4, 2016 @ Toledo St. Patrick Hdwns. Parish (Holy Family Center-1:00-6:00 pm)
- Saturday, March 25, 2017 @ Toledo Pastoral Center
- Sunday, April 23, 2017 @ Toledo Pastoral Center (1:00-6:00 pm)

Initial Classes cost \$20.00 if pre-paid two business days prior to the event; \$30.00 at the door. (* lunch included)

* all fees are non-refundable & non-transferable

3-HOUR MEETING/RE-CERTIFICATION SESSIONS

The following three-hour sessions include the coaches' organizational meeting for each sport, followed by a sport-specific clinic. To fulfill the three-hour re-certification requirement (and receive credit), the coach MUST be in attendance for ALL three hours of the session.

- **TACKLE & FLAG FOOTBALL 2016:** Tuesday, AUGUST 2nd (6-9 pm) at PASTORAL CENTER
- **TRI-DEANERY VOLLEYBALL 2016:** Wednesday, AUGUST 3rd (7-10 pm) at TIFFIN ST. JOSEPH
- **VOLLEYBALL 2016:** Wednesday, AUGUST 10th (6-9 pm) at TOLEDO ST. URSULA ACADEMY
- **CROSS COUNTRY 2016:** Tuesday, AUGUST 16th (6-9 pm) at ST. PATRICK HDWNS. PARISH
- **CHEERLEADING 2016:** Tuesday, AUGUST 16th (6-9 pm) at ST. PATRICK HDWNS. PARISH
- **FALL SOCCER 2016:** Thursday, AUGUST 18th (6-9 pm) at PASTORAL CENTER
- **GENERAL FALL 2016:** Sunday, AUGUST 28th (1-4 pm) at NOTRE DAME ACADEMY

• GRADE SCHOOL BASKETBALL 2016-2017:

Tuesday, OCTOBER 25th (6-9 pm) at OREGON CARDINAL STRITCH HIGH SCHOOL

Wednesday, NOVEMBER 2nd (6-9 pm) at TOLEDO NOTRE DAME ACADEMY

Tuesday, NOVEMBER 29th (6-9 pm) at TOLEDO ST. JOHN'S JESUIT HIGH SCHOOL

• TRI-DEANERY GRADE SCHOOL BASKETBALL 2016-2017:

Monday, OCTOBER 17th (7-10 pm) at TIFFIN ST. JOSEPH

• HEARTHSTONE HIGH SCHOOL BASKETBALL 2016-2017:

Monday, OCTOBER 24th (7-10 pm) at GLANDORF ST. JOHN PARISH

• NORTHWEST OHIO CATHOLIC GRADE SCHOOL BASKETBALL 2016-2017:

Thursday, NOVEMBER 3rd (7-10 pm) at BRYAN ST. PATRICK PARISH

- **SPRING SOCCER & TRACK 2017:** Sunday, MARCH 19th (2-5 pm) PASTORAL CENTER
- **SOFTBALL 2017:** Sunday, MARCH 26th (2-5 pm) at PASTORAL CENTER
- **GENERAL SPRING 2017:** Tuesday, APRIL 25th (6-9 pm) at PASTORAL CENTER

Three hour clinics cost \$10.00 if pre-paid two business days prior to the event; \$20.00 at the door.



Diocese of Toledo Catholic Youth Organization **COACH'S CODE OF ETHICS**

- I realize that as the coach I set the tone and give direction to my team. My position must be viewed in the context of ministering to youth.
- I will lead my players, by example, in demonstrating the Christian values of self-restraint, fair play and sportsmanship toward my opponents and game officials.
- I understand my obligation to maintain proper conduct at all times because of the great potential that I have to be a positive influence on young people.
- I will encourage each player to be a responsible and active member of the team, parish, and community.
- I will place the emotional and physical well-being of my players, as well as their educational obligations, ahead of any personal desire to win.
- I will treat each player as an individual, remembering that each is at a different level of emotional, physical, spiritual, and psychological development.
- I will do my very best to provide a safe playing environment for my players.
- I will do my best to organize practices that are fun and challenging for all my players. I will do my best to schedule these so as to not interfere with other parish activities.
- I will insure that I am knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for the skill level of the youth I teach. I will spend an equal amount of time coaching individual players regardless of their ability.
- I will do my best to develop a positive relationship with my athletes as well as their parents.
- I will not be in possession of a weapon, or under the influence of any form of alcohol/chemicals or use tobacco products at a CYO athletic contest or practice session. I understand that alcohol, chemicals and tobacco products, and weapons are not permitted anywhere on the premises at a CYO event.
- I will remember that I am a youth coach, and that the games are for the youth, not the adults.

I have read each statement included in this document and pledge to live up to these principles as they apply to the philosophy of the Catholic Youth Organization of the Diocese of Toledo as a coach in the CYO program. I understand that my failure to uphold any of the above principles may result in disciplinary action and/or removal from the CYO program.

By signing below, I also acknowledge that all current CYO Policies & Procedures, as well as sport-specific rules are posted online at www.toledodiocese.org/CYO for my review and that I have not received a hard copy of these.

Coach's Name (Please PRINT)

Coach's Parish

Coach's Signature

Date Signed



CATHOLIC YOUTH ORGANIZATION

Address: 1933 Spielbusch Avenue, Toledo 43604-5360

Phone: (419) 244-6711, ext. 4932

Web site: www.toledodiocese.org/CYO

E-Mail: CYO@toledodiocese.org

TEAM ENTRY FORM - *(This entry should be for ONE team ONLY). The team fee is due to the CYO Office upon submission of this form. Coaches are encouraged to submit entry forms to parish athletic directors who should then submit all entries and team fees to the CYO Office prior to the stated deadline.*

PARISH: _____

YEAR: _____ EXPECTED ROSTER SIZE: _____

SPORT: _____ FOOTBALL _____ BASKETBALL _____ SOCCER
 _____ SOFTBALL _____ VOLLEYBALL

Please check one (or both if co-ed): _____ BOYS _____ GIRLS

Check one division (Pee Wee, Minor, Cadet, Junior, HS) and all appropriate grade levels:

_____ PEE WEE _____ 1st GRADE _____ 2nd GRADE _____ Combined 1st/2nd

_____ MINOR _____ 3rd GRADE _____ 4th GRADE _____ Combined 3rd/4th

_____ CADET _____ 4th _____ 5th _____ 6th _____ Combined 5th/6th

_____ JUNIOR _____ 7th GRADE _____ 8th GRADE _____ Combined 7th/8th

_____ HIGH SCHL _____ FROSH-SOPH _____ JUNIOR-SENIOR. _____ Combined frosh-sr.

HEAD COACH: _____ E-MAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: _____ WORK: _____ CELL: _____

ASSISTANT: _____ E-MAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: _____ WORK: _____ CELL: _____

Does your team have any league assignment requests of which the CYO Office should be aware?

Does your team have any scheduling requests of which the CYO Office should be aware?

PARENTS' MEETING

I. Meeting Preparations

- a) Choose a format. Will each team pick a date for their own meeting, or will there be one meeting for all the parish teams involved in that particular sport with individual team meetings at the end of the general meeting?
- b) Send a notice to all parents about the meeting. In the notice stress the importance of the meeting along with the date, time and site. It should also be pointed out that the meeting is for parents, not players. However, special arrangements should be made for parents who might not be able to attend without their children.
- c) A follow-up reminder to parents may be helpful.
- d) Invite the parish pastor to the meeting.
- e) Get organized. Have an agenda to give to the parents at the meeting.

II. Parish Meeting Agenda Items

- a) Opening Prayer
- b) Introductions
(Parish Athletic Director, Commissioners, Board Members & Coaches)
- b) Goals of the CYO Program
- c) Parish Goals, Procedures, & Expectations
- d) CYO sport-specific rules for this level of play
- e) CYO "No Cut Policy" / explain how teams are divided at your parish
Fee charged for each participant with breakdown of how this fee is used
- f) Expected behavior of parents at games/practices
(toward their children, teammates, opponents, officials and others)
- Consequences of a Safe School Ordinance violation
- g) Equipment which the parish will provide
- h) Equipment needed and where it may be purchased
- i) Sites and schedules for practices/games
- diocesan CYO website (www.toledodiocese.org/CYO)
- diocesan CYO recorder/weather cancellation hotline (419-243-4296)
- j) Insurance (CYO carries no insurance for individual athletes)
- k) Fundraising projects
- l) Post Season Banquet
- m) Emergency Medical Authorization Form
- n) Player/Parent Contract - Review the Parent Code of Ethics
(have all parents stand and read the Parent Code of Ethics together)
- o) Ohio Department of Health Concussion Information Sheet & Acknowledgement of Having Read
- p) Coaches Code of Ethics
(have all coaches stand and read the Coaches Code of Ethics together)

III. Individual Team Meetings Agenda Items

- a) Introduction of all parents to each other
- b) Specific goals for the team
- c) Plan you will use as the coach to accomplish these goals
- d) How playing time will be distributed
- e) Team rules (i.e.: missing practice, misbehavior, etc.)
- f) Ways parents may assist in attaining program/team goals
- g) How parents should handle concerns during the season
(chain of command, when,)
- h) Acceptable drop-off/pick-up times of players to/from practices and games
- i) Team travel plans

EMERGENCY CONTINGENCY PLAN

(TO BE COMPLETED PRIOR TO START OF EACH SEASON)

1. The closest working phone is located: _____
2. Keys to access phone are located: _____
3. 911 IS/IS NOT (circle one) available.
The alternate number to call is: _____
which will contact (Name): _____
4. The exact address of the activity site is _____
The major cross streets are _____ and _____
which is _____ blocks away.
5. The exact entry location for the closest emergency vehicle is: _____

6. The distance from the emergency vehicle station to the activity site is:
_____ and normal response time is: _____
7. To access the activity area, emergency personnel must pass through (number) _____
exterior gates and (number) _____ doors. Keys to unlock these passageways will be at
the activity site in the possession of
(Name): _____
8. The closest emergency care facility is (Name): _____
which is (distance) _____ from the activity site.
Normal travel time is: _____
9. The closest Trauma I facility is (Name): _____
which is (distance) _____ from the activity site.
Normal travel time is: _____

---EMERGENCY MEDICAL AUTHORIZATION---

Purpose: To enable parents or guardians to authorize the provision of emergency treatment for players who become ill or injured while under coaches authority when parents or guardians cannot be reached. THIS FORM MUST BE FILLED OUT IN INK EACH SCHOOL YEAR!

Last Name _____ First Name _____

Street Address _____ City: _____ State: _____ Zip: _____

Home Phone _____ Grade _____ Date of Birth _____

Parish _____ Sport _____

Mother's Name/cell phone/email: _____

Father's Name/cell phone/email: _____

Guardian's Name/cell phone/email: _____

Dependable relative or neighbor to call in an emergency (illness or injury) when parent or guardian cannot be reached (name) _____ (phone) _____

Allergies _____ Date of last tetanus shot _____

Medication being taken _____
(Name) (Dosage) (Time(s) taken)

List of health problems. Example: asthma, vision, epilepsy, diabetes, hearing, bone or muscle problems, etc.

Medical Insurance Firm _____ Policy# _____

PART I OR II MUST BE COMPLETED

Part I – TO GRANT CONSENT If unable to reach parent or guardian, I hereby give my consent for 1) the administration of any treatment deemed necessary by _____ (physician) or _____ (dentist) in the event that the designated practitioner is not available another licensed physician or dentist and 2) the transfer of the player to _____ (hospital) or any hospital reasonably accessible.

This authorization does not cover surgery unless the medical opinions of two other licensed physicians or dentists concurring in the surgery are obtained prior to the performance of such surgery.

(Parent or guardian's signature & date signed)

PART II - REFUSAL TO CONSENT I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish team authorities to take no action or to:

(Parent or guardian's signature & date signed)

CYO ATHLETIC COACH'S CHECKLIST

(to be completed before each season)

- _____ Attend the coaches' initial certification class or the re-certification session as appropriate.
- _____ Obtain coaches' lanyard with name tag insert provided at completion of certification.
- _____ Complete criminal background check process.
- _____ Obtain current sport-specific rules and become familiarized with CYO Policies & Procedures.
- _____ Set-up a meeting with the players' parents to review deadlines, schedules, parental & coach's expectations.
- _____ Distribute and have collected (prior to the first practice and in possession at all games/practices) a current Emergency Medical Authorization Form for each player.
- _____ Complete the Emergency Contingency Plan form in case of accident for each potential practice site.
- _____ Submit to Parish Athletic Director/Sports Commissioner prior to set deadline:
 - _____ team entry form for each team, including any special scheduling requests;
 - _____ completed player & parent contracts for each participant
 - _____ completed Acknowledgement of Having Read the Ohio Department of Health Concussion Information Sheet for each participant
- _____ Submit to CYO Office prior to set deadline:
 - _____ completed roster (of players/coaches), including parish pastor's signature/approval;
 - _____ completed Coach's Code of Ethics (signed & dated by coach);
 - _____ Team Fees;
 - _____ Player Fees
- _____ Make copies of completed emergency medical authorization forms for all assistant coaches
- _____ Distribute the season's schedule to all team members and assistant coaches once it is posted on the CYO web site www.toledodiocese.org/CYO. It is the head coach's responsibility to educate all those associated with the team where they can find all pertinent information (schedules, standings, rules, etc.) on the CYO website.



CATHOLIC YOUTH ORGANIZATION ATHLETIC CONTRACT

(PLEASE PRINT - USING INK)

YEAR _____ Boy _____ Girl _____ Weight _____ Height _____

Last Name _____ First Name _____

Street Address _____ City: _____ State: _____ Zip: _____

Home Phone _____ Grade _____ Date of Birth _____

Parish _____

I. PARENT AND ATHLETE

We, athlete and parent, understand that participation in athletics involves the possibility of a serious or even fatal injury. In consideration for our child's opportunity to participate in this program, we, the parents, individually and on behalf of our child, expressly assume any and all risks associated with and arising from such participation, including, but not limited to bodily and emotional injury, at practice, competitive events, and any other related activity, including transportation to and from any event by a volunteer. We hereby release the Diocese of Toledo, CYO, any parish and/or school sponsor and all of their agents from any and all liability for any such injury or damage. We have provided the required Emergency Medical Authorization to the coach with this Contract. We will abide by CYO rules, the Parents' Code of Ethics and the direction of CYO and game officials. We also grant permission to the Diocese of Toledo, CYO or their agents to take photographs of my children and use them as they deem necessary.

Athlete's Signature & date signed

Parent's Signature & date signed

Mother's Name: _____

Father's Name: _____

Mother's cell phone: _____

Father's Cell Phone: _____

Mother's e-mail: _____

Father's e-mail: _____

II. MEDICAL EXAMINER

The above named athlete has been examined by the undersigned on _____ and is in sound physical condition to compete in the CYO Athletic Program. Date of examination

Medical Examiner's Signature & Printed Name

Remarks

III. PARENTS' CODE OF ETHICS

- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will demonstrate the Christian values of self-restraint, fair play, and sportsmanship in my treatment of others at every game, practice session, or other CYO event.
- I will ask my child to treat all players, coaches, fans, and officials with respect regardless of race, sex, or ability.
- I will demand a drug, alcohol, tobacco and weapon-free sports environment for my child and agree to assist by refraining from their possession and/or use at all CYO events.
- I will do my best to make my child's involvement with youth sports a positive experience, while always remembering that the game is for the youth, not the adults.

I have read the above "Code of Ethics" and understand that my (our) failure to uphold any of these statements may lead to disciplinary action by the CYO Office, which may include, but is not limited to, the forfeiture of my right to watch my child participate in CYO athletic events.

Parent's Signature & date signed

Parent's Signature & date signed

This form is to be kept on file at the parish, either with the athletic director or a sports commissioner. A new form must be filed each school year. An updated emergency medical form must be submitted by parents to the coach at the start of each new athletic season.

ROSTER OF PLAYERS

NAME	ADDRESS	ZIP CODE	BIRTHDAY M/DAY/YR	PARISH	GRADE IN SCHOOL
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
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18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

2016-2017 CYO FEE SHEET

<u>SPORT</u>	<u>PLAYER FEE</u>	<u>TEAM FEE</u>
CROSS COUNTRY		
Parish Meets & Diocesan Meet	\$ 20.00 (Payable to CYO Office at roster deadline)	-----
FOOTBALL	\$ 40.00	\$ 150.00
SOCCER (Fall & Spring)	\$ 35.00	\$ 150.00
FLAG FOOTBALL	\$ 30.00	\$ 150.00
VOLLEYBALL		
Toledo Area Grade School	\$ 40.00	\$ 150.00
Toledo Area High School	\$ 45.00	\$ 150.00
Tri-Deanery Area Grade School	-----	\$ 100.00
BASKETBALL		
Toledo Area Grade School	\$ 40.00	\$ 150.00
Toledo Area High School	\$ 45.00	\$ 150.00
Tri-Deanery Area Grade School	-----	\$ 100.00
Hearthstone Area High School	-----	\$ 100.00
Heartland Area High School	-----	\$ 100.00
SOFTBALL		
Toledo Area Grade School	\$ 45.00	\$ 150.00
TRACK (Diocesan Meet)	\$ 10.00 (per participant)	
Parish Meets/Mini-Meet prices will vary		
<u>DIOCESAN TOURNAMENTS</u>		
VOLLEYBALL (Grade School)	-----	\$ 50.00
BASKETBALL		
Grade School	-----	\$ 50.00
High School Boys' "C"	-----	\$ 75.00
High School Boys' "B"	-----	\$ 75.00
High School Girls'	-----	\$ 75.00
<u>COACHES' CERTIFICATION CLASSES</u>		
Initial class	\$ 20.00	
(pre-paid 2 business days prior; \$30.00 day-of class)		
3-hour annual sport-specific clinic	\$ 10.00	
(pre-paid 2 days prior; \$20.00 day-of clinic)		

SUGGESTIONS TO COACHES/COACHES AS ROLE MODELS

1. Outline your practices in advance as much as possible. The more organized the coach is, the more interested the kids will be. Work on developing the skills of the players and look for improvement of all players. This is not an easy task as the players will be on different skill levels.

Every effort should be made to talk to each player at every practice and game. Give them encouragement every day. Don't let a player leave a game or practice feeling badly about his/her performance.

2. Correcting Mistakes

- a) Be realistic of the players and base your encouragement on reasonable expectations.
- b) Encourage effort rather than outcome.
- c) Reward the positives as soon as they occur, since immediate reward is more potent. But even delayed reward is better than none at all. NEVER take effort for granted.
- d) When giving corrective instruction, use the sandwich method:
 1. Start with a COMPLIMENT ("Way to hustle. You really ran a good pattern.")
 2. Follow this up with a FUTURE-ORIENTED INSTRUCTION ("If you follow the ball all the way into your hands, you'll catch those just like a pro does.")
 3. Then end with another POSITIVE STATEMENT ("Hang in there. You're going to get even better if you work hard at it.")

3. The Coach as a Role Model

All people learn by imitating others. This is particularly true for children who rely heavily on learning by observing others whom they regard as models. Thus, your players will learn as much from what you do as from what you say.

Recognize that your players look up to you because you occupy a leadership role in a very significant area of their lives. The way you deal with them and approach problem situations teaches them how to do likewise. Consequently, your players' behavior will be a reflection of your behavior.

For example, if you maintain your poise in the face of frustration, you are providing an excellent model for your players. If you treat officials and umpires with the respect and tolerance they deserve, your players are more likely to act in a dignified manner when calls go against them. Your players are sure to be affected by what you do. In fact, they will remember what you did long after they have forgotten what you said.

4. For some children, coaches may be a more important influence than their parents during a formative period of their lives. And in some cases, children may look to coaches as a substitute for a parent who is missing in either a physical or a psychological sense. Children can learn from both winning and losing. But for this to occur, winning must be put in a healthy perspective.
 - Winning isn't everything, nor is it the only thing.
 - Failure is not the same thing as losing; success is not synonymous with winning.It is important for coaches and parents to help young athletes deal with their failures. This requires prudence and sober realism. Failure is part of life. Youth should not be totally shielded from this reality. They should be taught resiliency and the ability to persevere and bounce back.

Players have complete control over the amount of effort they put forth, but they have only limited control of the outcome of a contest.

5. It is important to teach youngsters to compete against their own potential and not simply against other persons. It is possible for both coaches and parents to teach this important lesson. Players should be praised for good effort and progress even if this does not include victory or success.

Remember that no coach pleases everyone and no one can ask any more of you than your best effort.

The coach's challenge is to take teachable moments of victory or loss and give witness to Christian values by the manner in which he/she mentors to young people.



TRANSFER REQUEST APPLICATION

**This application must be completely filled out and submitted to the CYO Office, 1933 Spielbusch Avenue, Toledo, OH 43604 prior to the roster deadline for this sport.*

ATHLETE'S NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

GRADE: _____ SEX: _____ PHONE: _____

PARISH OF WHICH YOU ARE A MEMBER: _____

PARENTS' NAMES: _____

SPORT YOU ARE REQUESTING TO PLAY: _____

DID YOU PLAY THIS SPORT IN THE CYO PROGRAM LAST YEAR? _____ YES _____ NO

PARISH FOR WHICH YOU PLAYED LAST YEAR: _____

DOES YOUR PARISH HAVE A TEAM IN THE SPORT THIS SEASON? _____ YES _____ NO

DESCRIBE YOUR REQUEST IN DETAIL:

<p><u>FOR CYO STAFF USE ONLY</u></p> <p>Accepted:</p> <p>_____</p>
--

We, the undersigned, do hereby acknowledge the above information to be true to the best of our knowledge. Any false information will nullify this application.

PLAYER'S SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

COACH'S SIGNATURE: _____

DATE: _____

PASTOR'S SIGNATURE: _____

DATE: _____

SIGNATURE OF PASTOR OF PARISH FOR WHICH YOU ARE REQUESTING PERMISSION TO PLAY:

DATE: _____

(ALL signatures are NECESSARY to VALIDATE this application and must be LEGIBLE)

COMMUNICABLE DISEASE PROCEDURES

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (CDC recommends 1-100) or other disinfectants before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

Additional information is available from the Ohio High School Athletic Association and the National Federation of High Schools.

CYO INJURY REPORT



GENERAL INFORMATION

NAME of person filing report: _____

Telephone number of person filing report: _____

NAME of person injured: _____

Telephone number of person injured: _____

Parent/Guardian names of person injured: _____

PARISH of person injured: _____

SPORT (Please circle one):

Basketball	Cheerleading	Cross Country	Flag Football
Tackle Football	Soccer	Softball	Track
Volleyball	Wrestling		

DIVISION (Pee Wee/Minor/Cadet/Junior/High School): _____ LEAGUE: _____

INJURY INFORMATION

DATE of injury: _____ SITE of injury: _____

TEAMS INVOLVED (if a game situation): _____

AUTHORITY CONTACTED (911, Parent/Guardian): _____

DESCRIPTION OF INJURY (use reverse side if necessary): _____

FOLLOW-UP INFORMATION (for CYO Office USE)

List person(s) and date(s) contacted regarding the injury: _____

This form should be mailed or emailed to the CYO Office

(1933 Spielbusch Avenue, Toledo 43604-5360, CYO@toledodiocese.org)

within 48 hours of the occurrence of an injury

Injury reports may also be submitted through the CYO website (www.toledodiocese.org/CYO)

GAME REPORT



GENERAL INFORMATION

NAME of person filing report: _____

PARISH of person filing report: _____

SPORT (Please circle one):

Basketball	Cheerleading	Cross Country	Flag Football
Tackle Football	Soccer	Softball	Track
Volleyball	Wrestling		

DIVISION (Pee Wee/Minor/Cadet/Junior/High School): _____

LEAGUE: _____ DATE of game: _____

TIME of game: _____ SITE of game: _____

TEAMS INVOLVED: _____

OPPONENT RATING

Team you are evaluating: _____

Coaches:	Excellent	Good	Fair	Poor
Players:	Excellent	Good	Fair	Poor
Spectators:	Excellent	Good	Fair	Poor

Comments: _____

OFFICIALS/CYO STAFF RATING

Overall operation of the game:	Excellent	Good	Fair	Poor
Referees/Officials/Umpire Overall:	Excellent	Good	Fair	Poor
Table workers (timers/scorers) Overall:	Excellent	Good	Fair	Poor
Field/Court Conditions	Excellent	Good	Fair	Poor

Comments: _____

OTHER COMMENTS: (Please use the back of the form for additional comments)

Please mail or e-mail to: **CYO ATHLETICS,** 1933 Spielbusch Avenue,
 Toledo, OH 43604-5360
CYO@toledodiocese.org

Or submit electronically through the CYO Website (www.toledodiocese.org/CYO)



LATE ROSTER ADDITION FORM

(This form must be submitted to the CYO Office **along with the appropriate player fee** in order for an athlete to be added to a roster already on file. Late additions are permitted only up to the midpoint of the regular season unless specified in the league rules. The athlete is ineligible to participate until this form is submitted.)

SPORT (circle one): Basketball Cheerleading Cross Country
Flag Football Tackle Football Soccer
Softball Track Volleyball

DIVISION (circle one): Pee Wee Minor Cadet Junior HS

LEAGUE: _____

Head Coach of Team this athlete will be added to: _____

Athlete's Name: _____

Address: _____

City/State/Zip: _____

Birthdate: _____

Parish: _____

Grade in School: _____

GENDER (circle one): Male Female

To the best of my knowledge, this athlete is in compliance with all CYO rules.

(Parish Pastor/al Leader)

(Date)

FOR OFFICE USE

DATE PAID: _____

Diocese of Toledo

Expectations for All those who Minister to Youth

The Diocese of Toledo proclaims the good news with dedicated and faithful disciples like you. The diocese is grateful and truly blessed that you have chosen to share your gifts with the young people in our care. The following regulations remind us what is acceptable and unacceptable in volunteering/working with our minors. This policy is imperative for the protection of our youth and for your protection as well.

As a volunteer/employee:

1. I will act as a role model or mentor reflecting Gospel values.
2. I will be a good listener, and treat everyone with patience, courtesy, dignity and consideration.
3. I will know to whom and for whom I am responsible. I will report to my supervisor and let him/her know if something strange, embarrassing or possibly compromising happens in my ministry.
4. I will maintain ongoing communication with my supervisor regarding interactions I have with youth.
5. I will report any child abuse or neglect which I suspect to my immediate supervisor and to the child protective agency in my county.
6. I will report any child abuse involving an employee or volunteer to the Victim Assistance Manager, Frank DiLallo at 419-214-4880 or 1-800-926-8277 extension 4880 (within Ohio). I will also notify my supervisor.
7. I will participate with youth affiliated with the Diocese of Toledo, only in church or school-sponsored events, trips (day and overnight), meetings, gatherings, retreats, conferences, and/or sporting events.
8. I will maintain an appropriate ratio of adult chaperones to youth in all church and school sponsored functions.
9. I will get parent/guardian permission slips signed for any event involving transportation.
10. I will use discretion if I must meet with a minor alone by using an office with a window, open door or adult present.
11. I will use discretion if I must accompany a youth into a restroom or locker room and if possible I will ask another adult to be present.
12. I will dress appropriately when working/volunteering with youth.
13. I will use discretion with physical displays of emotion, such as hugging children. A hug can have different connotations for an elementary student than for a junior high or senior high student.
14. I will restrict all digital networking and communication including but not limited to (e-mail, texting, Facebook, Twitter, cell phones, etc.) with school and/or parish youth to matters that are ministry related and not personal in nature. This communication includes information concerning classes, youth ministry events, parish events, athletic/event schedules or registration/event related forms. When appropriate and possible, parents/legal guardians and my supervisor are to be included in related discussions pertaining to and about youth and/or electronically copied on such correspondence.

As a volunteer/employee:

1. I will not become a youth's "buddy." I understand that as an adult it is not appropriate to build a social life with youth.
2. I will not use inappropriate or suggestive jokes or stories, profanity, or foul language with youth.
3. I will not be in possession of pornographic materials when in the presence of youth.
4. I will not be in possession of a firearm or weapon in the presence of youth. (Excludes law enforcement personnel)
5. I will not drive alone with youth. If I am involved with transportation for a field trip or some other event I will make sure I am transporting more than one youth (Note: an obvious exception to not being alone with youth is where there is a relationship to the youth; e.g., niece, nephew, etc.)
6. I will not consume or be under the influence of any alcohol or illegally controlled substances or tobacco products in the presence of youth or prior to being with any group involving youth where I am responsible.
7. I will not attempt professional counseling unless I am trained as a professional counselor.
8. I will not visit a youth's home unless a parent or legal guardian is present.
9. I will not discipline using physical contact, demeaning or sarcastic language.
10. I will not share inappropriate personal information with youth and/or about youth.

By signing this document as a volunteer/employee working with children, I agree to strictly follow the above code of conduct. All employees and volunteers are required to undergo background screenings per diocesan policy I will notify my supervisor and the Diocesan Safe Environment Coordinator if I am charged with or convicted of any criminal offense. As a volunteer, I understand that failure to comply with the above is grounds for removal. Any violations of this policy by an employee may be subject to disciplinary action up to and including termination of employment.

REVISED 7/16

CYO Athletic Guidelines as it Relates to the H1N1 Virus **Adopted November 2009**

The CYO Athletic Office, with advice from the Catholic Schools Office (Diocese of Toledo) and the CYO Advisory Committee, has adopted the following policy regarding the health and well-being of our student-athletes involved in the CYO program.

- No one involved in the CYO Athletic program, including players, coaches, officials and spectators should be in attendance at any game or practice while they are sick with an influenza-like illness (ILI) (fever plus at least cough or sore throat and possibly other symptoms such as runny nose, body aches, headaches, chills, fatigue, vomiting and diarrhea). No one should be involved or in attendance at a CYO event for at least 24 hours after they are free of fever, or signs of a fever without the use of fever-reducing medications.
- If a student-athlete did not attend school on a given day due to illness / fever he or she should not be allowed to attend any CYO event, including practice, on that same day / night.
- It is understood that the CYO program will count on everyone involved in the program to take care of their own family's health while not exposing others to the virus. Making smart decisions for everyone's well-being is an expectation of all those involved.
- In the event that a team does not have enough players to compete in a scheduled contest they must notify the CYO office at least 24 hours in advance of the game so that the opponent may be contacted. The CYO office will then offer limited assistance to the two head coaches to get the game re-scheduled, but the majority of these logistics will fall on the coaches and parish athletic directors.
- Games will not be cancelled if a team can be fielded. If a team has enough healthy players to play (for example - 5 players for a basketball game), that contest will be played as scheduled. Cancelling a game because the "star" player is sick is not a legitimate reason.
- If a school has been shut down because of an influenza outbreak any practices or games scheduled at that site will also be cancelled until the facility has been cleared for school classes to resume.

Helpful Reminders

- Wash your hands frequently with soap and water or use alcohol-based hand cleaner when soap and water are not available.
- Coaches are encouraged to carry hand sanitizer with them to games and practices.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Avoid touching your eyes, nose and mouth.

More information on public health/safety concerns can be obtained from the Ohio Department of Health's web site (www.odh.ohio.gov) or its information line (1-866-800-1404).

NOTE:

The policy from the Ohio High School Athletic Association was used as a resource for the above CYO policy.

Ohio Department of Health Concussion Information Sheet

For Interscholastic Athletics

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe, and athletes can get a concussion even if they are wearing a helmet.

Signs and Symptoms of a Concussion

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child’s health at risk!

Signs Observed by Parents of Guardians

- ◆ *Appears dazed or stunned.*
- ◆ *Is confused about assignment or position.*
- ◆ *Forgets plays.*
- ◆ *Is unsure of game, score or opponent.*
- ◆ *Moves clumsily.*
- ◆ *Answers questions slowly.*
- ◆ *Loses consciousness (even briefly).*
- ◆ *Shows behavior or personality changes (irritability, sadness, nervousness, feeling more emotional).*
- ◆ *Can't recall events before or after hit or fall.*

Symptoms Reported by Athlete

- ◆ *Any headache or “pressure” in head. (How badly it hurts does not matter.)*
- ◆ *Nausea or vomiting.*
- ◆ *Balance problems or dizziness.*
- ◆ *Double or blurry vision.*
- ◆ *Sensitivity to light and/or noise*
- ◆ *Feeling sluggish, hazy, foggy or groggy.*
- ◆ *Concentration or memory problems.*
- ◆ *Confusion.*
- ◆ *Does not “feel right.”*
- ◆ *Trouble falling asleep.*
- ◆ *Sleeping more or less than usual.*

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before

they are ready. It is better to miss one game than the entire season... or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention is an important first step if you suspect or are told your child has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities.

- ◆ *No athlete should return to activity on the same day he/she gets a concussion.*
- ◆ *Athletes should **NEVER** return to practices/games if they still have ANY symptoms.*
- ◆ *Parents and coaches should never pressure any athlete to return to play.*

The Dangers of Returning Too Soon

Returning to play too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete’s injury and their roles in helping the child recover.

During the recovery time after a concussion, physical and mental rest are required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children’s brains take several weeks to heal following a concussion.



www.healthy.ohio.gov/concussion.aspx

What is a Concussion?

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child’s activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain’s recovery.
4. Limit your child’s physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child’s symptoms at different times to help guide recovery.

Returning to School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/ she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help or supports can be removed gradually.

Returning to Play

1. Returning to play is specific for each person, depending on the sport. Ohio law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child’s coach follow these instructions carefully.
2. Your child should NEVER return to play if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child’s injury and symptoms.
4. Your athlete should complete a step-by-step exercise -based progression, under the direction of a qualified healthcare professional.
5. A sample activity progression is listed below. Generally, each step should take no less than 24 hours so that your child’s full recovery would take about one week once they have no symptoms at rest and with moderate exercise.*

Sample Activity Progression*

Step 1: *Low levels of non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes).*

Step 2: *Moderate, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: moderate jogging, brief sprint running, moderate stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes).*

Step 3: *Heavy, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sports specific drills, agility training and jumping drills for 45-60 minutes).*

Step 4: *Full contact in controlled practice or scrimmage.*

Step 5: *Full contact in game play.*

***If any symptoms occur, the athlete should drop back to the previous step and try to progress again after a 24 hour rest period.**

Resources

ODH Violence and Injury
Prevention Program

www.healthy.ohio.gov/vipp/injury.aspx

Centers for Disease



Ohio Department of Health
Violence and Injury Prevention Program
246 North High Street, 8th Floor
Columbus, OH 43215
(614) 466-2144

Ohio Department of Health Concussion Information Sheet *For Interscholastic Athletics*

Acknowledgement of Having Received the “Ohio Department of Health’s Concussion and Head Injury Information Sheet”

By signing this form, as the parent/guardian/care-giver of the student-athlete named below, I acknowledge receiving a copy of the concussion and head injury information sheet prepared by the Ohio Department of Health as required by section 3313.539 of the Revised Code.

I understand concussions and other head injuries have serious and possibly long-lasting effects.

By reading the information sheet, I understand I have a responsibility to report any signs or symptoms of a concussion or head injury to coaches, administrators and my student-athlete’s doctor.

I also understand that coaches, referees and other officials have a responsibility to protect the health of the student-athletes and may prohibit my student-athlete from further participation in athletic programs until my student-athlete has been cleared to return by a physician or other appropriate health care professional.

Athlete’s Signature

Date

Athlete’s Printed Name



Parent/Guardian’s Signature

Date

Parent/Guardian’s Printed Name

Rev. 02.13



MEDICAL AUTHORIZATION TO RETURN TO PLAY WHEN A STUDENT HAS BEEN REMOVED DUE TO A SUSPECTED CONCUSSION

Ohio State Law requires a student who exhibits signs, symptoms or behaviors associated with concussion to be removed from a practice or contest and **not permitted to reenter practice or competition on the same day as the removal**. Thereafter, **written medical authorization from a physician (M.D. or D.O.)** or another licensed medical provider, who works in consultation with, collaboration with or under the supervision of an M.D. or D.O. or who is working pursuant to the referral by an M.D. or D.O., AND is authorized by the Board of Education or other governing board, **is required to grant clearance for the student to return to participation**.

This form shall serve as the authorization that the physician or licensed medical professional has examined the student, and has cleared the student to return to participation. The physician or licensed medical professional must complete this form and submit to a school administrator prior to the student's resumption of participation in practice and/or a contest. **To reiterate, this student is not permitted to reenter practice or competition on the same day as the removal.**

I, _____, M.D., D.O. or _____
(other licensed medical provider) have examined the following student,
_____ from _____
(parish team), who was removed from a _____ (sport) contest on _____ (date) due to
exhibition of signs/symptoms/behaviors consistent with a concussion. I have examined this student,
provided an appropriate return to play regimen, if necessary, and determined that the student is
cleared to resume participation in practice and competition on this date _____.

Printed Name of Medical Professional: _____

Signature of Medical Professional: _____

Date Signed: _____

PRESENT THIS FORM TO THE CYO PARISH ATHLETIC DIRECTOR

Note: The parish must retain this form indefinitely as a part of the student athlete's file.