

CYO Policy and Procedures

For Officials

(as of 9/23)

As members of CYO's officiating team you are required to read, understand and adhere to CYO's Policy and Procedures regarding officials as well as CYO's modifications for each sport. Read them, learn them, understand them, and enforce them.

Registration:

Before you are assigned games CYO requires that you complete the following information **EVERY YEAR** from our website <https://cyoli.org/officials-1>.

NEW OFFICIALS: Complete the following forms that are located on our website <https://cyoli.org/officials-1>. Please scan and email all completed forms to Mary Lou Cerrato at marylou@cyoli.org.

- Registration form – **ONLINE OFFICIALS REGISTRATION** form located on the website at cyoli.org/officials-1. Please fill in ALL sports in which you are currently certified and the board of which you are a member. We will be contacting your association to confirm your status as a member in good standing.
- Virtus Training Certificate – Virtus, Protecting God's Children, is a free **one time** class offered throughout Long Island and is required by the Diocese of Rockville Centre. Upon completion, you will be issued a certificate that you must submit to the CYO office. Scan/email to marylou@cyoli.org. Additional information is available on the CYO website.
- W-9 form – scan/email to marylou@cyoli.org
- Direct Deposit form with cancelled check – scan/email to marylou@cyoli.org

RETURNING OFFICIALS:

- Registration form - **ONLINE OFFICIALS REGISTRATION** form located on the website at cyoli.org/officials-1. Please fill in ALL sports in which you are currently certified and the board of which you are a member. We will be contacting your association to confirm your status as a member in good standing.
- W-9 and Direct Deposit forms only need to be resubmitted if there is a change in status and/or a change in your banking information. These forms can be found on our website, cyoli.org/officials-1. Please scan/email all completed forms to marylou@cyoli.org.

POLICY:

1. NCAA Rules govern **ALL** CYO sports with the exception of Boys Basketball and Swimming which are governed by National Federation Rules, and Track by CYO Rules. **Have a thorough knowledge of the rules, mechanics and CYO modifications of the game.**
2. **NOTE THE NEW TEAM FOUL LIMIT RULE FOR BOYS BASKETBALL**
(If you have any questions please check with your board on this new rule).
3. Strive to be physically, mentally and emotionally prepared to work each game.
4. Strive to maintain consistency, control, and an attitude of professionalism throughout the game.
5. Arrive 15 minutes before the scheduled start time.

6. Complete a review of game rules, uniform check and scorebook prior to the start of the game. CYO requires all officials to sign/print their names in the scorebook.
7. Wear the appropriate official's uniform that is required by your association (no shorts). Uniforms will be clean and neat at all times.
8. When something unusual happens in a game, pause to replay the incident mentally, then make a firm decision and communicate it effectively.
9. The No Tolerance Policy and CYO prayer are to be read to the team and fans before the start of the game.

Assignments:

All officials are assigned to a “home base” region, determined on where you live. That region is coordinated by our Recreational Specialists. Refer to our website and find the proper region and Rec. Spec. who will assign games.

Fees: Fee per game is \$60.00. Payment will be issued by the CYO office **MONTHLY** thru PAYCHEX and directly deposited into your account as per the payment calendar that can be found on our website at www.cyoli.org under official's tab. Should you have any questions about your payment, please send an email to Noreen Canty at the CYO office at noreen@cyoli.org or call 516-433-1145 ext. 19.

Instructions for creating an account with PAYCHEX:

OFFICIALS PAYROLL PROCESSING WITH PAYCHEX FLEX

CYO of Long Island utilizes Paychex Flex to process payroll. Paychex Flex is a secure, self-service online portal where you can easily view your pay stubs. You will also have on-the-go access to check stubs with the free Paychex Flex mobile app. Securely log in to

view your payroll data whenever and wherever you need it, all from a customized dashboard!

Please review these job aids to get started:

- Paychex Flex Employee Registration. Please register as soon as possible. It's as easy as visiting www.paychexflex.com and clicking Sign-Up.
- Viewing Your Personal Information. After logging in, click the Employee icon to see your information.
- Viewing and Accessing Your Tax Documents from the Documents icon. You can see your most recent check stubs and forms.

You can also go on to our website, www.cyoli.org and go to resources then officials. You will see on the left side of the screen information regarding the PayChex account information.

If you have any question's please contact Noreen at noreen@cyoli.org or 516-433-1145 ext. 19.

Forfeit fee payment: A request for a forfeit fee should be filed with your recreation specialist at the CYO office immediately. All fee requests are subject to review. CYO will NOT pay for loss of facility, inclement weather, religious event, last minute book fairs, etc... It is YOUR responsibility to be in contact with the Home Team Coach.

When you arrive at your scheduled game and one of the teams does not have enough players the game will be forfeited. You will be paid for the game.

No Show: Accepting a CYO game (verbally/written) is a contractual agreement. CYO expects all officials to honor their contract or fines will be assessed to noncompliant officials. If something unforeseen arises and you cannot make a game at the last minute, it is your responsibility to find a certified CYO official to cover the game (a list of certified CYO officials will be provided at the start of the season). You must contact the office **immediately** to make the change for payment.

If it is game time and 2 teams are waiting for an official to arrive CYO has advised the coaches to try to contact another official to officiate the game. If they reach a substitute official and the official originally scheduled for the game arrives, the coach is instructed to send him/her away and report the situation to CYO the next business day.

Any two-man game that is officiated by one official will receive a fee and a half.

Scheduling Conflicts: If you turn back a game within 48 hours of the scheduled game time and CYO must reassign the game for you, the scheduled penalty fee will be in effect.

Brokering Games: CYO will NOT tolerate the “brokering” of games. If you accept a game, we expect YOU to officiate it. CYO will closely monitor any such action.

Solicitation of Games: When calling the office for games, we will **NOT** tolerate officials contacting multiple CYO staff members and/or calling repeatedly. As an official, you are assigned to a Region/Assigner. That is your “home base”. If you are needed at any other time or location, we will call you!

Coaches Contact: Coaches information can be found in Coaches Corner on our website in your schedule. Once again it is YOUR responsibility to confirm your game with the Home Team Coach. If for some reason you do not have his/her number, contact the CYO office.

Insurance: In the event that you get injured during a game you are to contact your association.

Sportsmanship:

Sportsmanship is the backbone of CYO and our highest honor. All persons associated with CYO, whether it be players, coaches, coordinators, spectators or officials are expected to conduct themselves in a positive manner that exemplifies Catholic values that should be

fostered in our young people. These values include a mutual respect for and consideration of others.

Know the rules for the level you are officiating. Be knowledgeable of CYO's mercy rule and drop back rule listed under each sport's modifications. The goal is to gain the respect of the players and coaches. There is a difference between respect and popularity. Respect is more difficult to attain and it has more meaning.

Poor sportsmanship is NOT tolerated. When warranted, please use warnings, technical fouls or ejections to maintain good sportsmanship. Any technical fouls or ejections must be reported to CYO compliance manager the following business day. Reporting can be through an email to maryellen@cyoli.org or text (516)388-5939. There are Official game report forms located on the website (www.cyoli.org/officials-1) for your use.

Controlling crowds and crowd reactions are the responsibility of the coaches. If spectators begin to interfere with the game, causing an official to become distracted through continual and unrelenting verbal abuse, then the official(s) should stop the game, report the spectator(s) to the coach and ask that they be removed from the facility. If the coach is unwilling or unable to comply and the official does not believe the game can be safely played, the official will end the game at that point and report the incident to the CYO office immediately. Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, threaten a spectator, or make gestures of any kind toward a spectator before, during or after a contest.