



OFFICE FOR YOUTH & YOUNG ADULT MINISTRY

CYO ATHLETICS HANDBOOK

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INTRODUCTION

Overall Statement Regarding CYO Athletics in the Archdiocese of Newark

The guidelines here are only for the Archdiocese of Newark CYO Athletic Leagues that are governed, operated, and coordinated by its Office for Youth & Young Adult Ministry (OYYAM).

The guidelines stated in this document (and any rules published for any CYO sport) are not subject to change or negotiation by any parish, school, program director, game official, coach, etc., for any season or contest - even if there is agreement among parties on the change.

Amendments to this Athletic Handbook

At any time, the OYYAM/CYO Office reserves the right to add, delete, modify (or clarify) any Handbook rule/guideline. All member programs will be notified of approved changes via posting of the revised Handbook on the CYO website.

Philosophical Statement of the OYYAM CYO Athletics League

The purpose of the CYO Athletic Leagues is to provide an opportunity for young people to participate in sports within a structured environment in coordination with the individual parishes and schools. We foster the development of the whole child in the sense of a sound mind in a sound body. We emphasize the importance of a Christian atmosphere - one in which players, coaches and fans should be able to see Christ reflected in each other. We strive to provide the most pleasant and safe surroundings available with the cooperation and support of those adults who share our values and purpose.

Overriding Rule of our Athletics Programs

We are all working with young people. Although there are specific and thorough guidelines within this document, we should always be guided by the general common sense rules of fair play. Adults, leaders and volunteers should remember their role as models of Jesus Christ for the youth entrusted to their care.

Athletic Governance

The Associate Director of CYO Athletics will oversee all activities offered through this office as well as all Athletic Programs that participate in OYYAM leagues. The Associate Director for CYO Athletics will make the final decisions on any grievances or issues that might arise due to eligibility, suspensions, etc. The Associate Director of CYO Athletics will report directly to the Director of the OYYAM. The Associate Director will work in conjunction with the Coordinators of CYO Athletics. In addition, the Associate Director for CYO Athletics will create (in each of the four counties) a CYO committee that will advise the OYYAM in regard to the needs of Athletics in that individual county.

Each League will have one (or more) Sport-specific Coordinators. In some situations, the Associate Director for CYO Athletics (or a Coordinator of CYO Athletics) can serve as that Sport-specific Coordinator. In conjunction with the OYYAM CYO Staff, the Sport-specific Coordinator will oversee the creation of league schedules, assignment of officials, collection of paperwork, league operation, league meetings and post-season playoffs for that sport.

Individual member Parishes and Schools are responsible for many things – particularly the selection, training and monitoring of adult volunteers to coach teams and work in various capacities in their program. Programs must ensure all volunteers comply with eligibility and conduct code requirements. Programs are also responsible for ensuring teams/players meet all eligibility requirements – and that spectators act respectfully in accordance with codes of conduct. Local parishes/schools will also manage their athletic facilities, conduct registrations, complete CYO paperwork, order team uniforms, etc.

SECTION 1 – ATHLETE ELIGIBILITY

To participate in OYYAM CYO programs, a student/athlete must meet one of the following criteria:

- Attend a Catholic Grammar School within the boundaries of the Archdiocese of Newark.
- Enrolled and regularly attend religious education classes at an Archdiocese of Newark parish.

In addition, students should be in good standing in the school or religious education program. Principal or Director of Religious Education may declare a student ineligible for CYO programs at any time due to lack of attendance, disciplinary action, etc.

If a student meets these criteria, but their school/parish does not offer a particular sport/activity offered within the Archdiocese CYO Office, that student's family may petition the CYO Office to find a place for the student to participate in that activity.

(See Section 22 later in this document for eligibility requirements for High School students/athletes.)

SECTION 2 – AGE AND GRADE LIMITATIONS

Age limitations for Grammar School student/athletes are as follows:

- Any participant who is 15 years of age prior to September 1 of the current school year is not eligible to compete in 7th and 8th grade sports.
- Any participant who is 13 years of age prior to September 1 of the current school year is not eligible to compete in 5th and 6th grade sports.
- Any participant who is 11 years of age prior to September 1 of the current school year is not eligible to compete in 3rd and 4th grade sports.
- Eligibility for any leagues below the 3rd grade classification will be governed by grade requirements and not by age.

If the age of a player is contested, the family may be asked to provide proof of age. Valid proof may be a birth certificate, baptismal certificate, other legal proof of birthdate or certification from the Catholic School (for Catholic school students).

A youth may not play in a league grade classification below the grade the student attends in school (and subject to the age limitations stated earlier).

However, a student may compete in a league grade classification higher than the grade the student attends in school. That is a decision left to the individual program directors based on a player's ability to compete safely at that higher level. Once a participant is placed in a higher grade classification, that student may not be moved to a lower level once rosters are submitted for a given season. Unless there is specific approval granted by the CYO/county coordinator, there will be a limit of three (3) athletes in Grade 2 (and under) allowed on any one sports roster.

SECTION 3 – GENDER GUIDELINES

All OYYAM Sports will have separate divisions for boys and girls which will be constituted as single sex programs. Girls will not be permitted to play on a boys team. Boys will not be permitted to play on a girls team.

SECTION 4 – PROGRAM PARTICIPATION AND ELIGIBILITY

Individual programs within the OYYAM may be either a:

- SCHOOL ONLY program – A Catholic grammar school within the geographical boundaries of the Archdiocese of Newark.
- PARISH program – A parish that is part of the Archdiocese of Newark.

Participants in a SCHOOL ONLY program must be:

- Registered and attending that Catholic grammar school

Participants in a PARISH program must be:

- Registered and attending the Religious Education program offered by that parish
- Registered and actively attending the associated Catholic grammar school located within the geographical boundaries of that parish.

The only exception to those eligibility requirements is in the situation where an eligible CYO participant does not have a particular activity/sport offered in their own parish/school (where they would be naturally eligible). In those cases, once that family petitions the CYO office to find the participant a place to play – the CYO Office will start a process to place that student in a neighboring program based on geographical proximity. Proximity will be based on the location of the participant’s school (if attending the Catholic School) or church (if attending Religious Education classes).

The exception process is intended to assist interested and eligible CYO participants to find a place to play. This is a process initiated by the hopeful participant’s family – and is not to be used as a recruiting tool by other schools/parishes looking to bolster their own programs. In that spirit, programs should not advertise or seek out athletes from neighboring parishes/schools that do not offer CYO activities.

When accepting children from a parish or school that does not have its own program, a Program Director must ensure the program accepting the child(ren) maintains a base of at least 85% of the children for that sport come from the religious education program or school that is hosting the program. To clarify, no more than 15% of the total participants in a specific sport may come from an “outside” school or parish. A program accepting players from a program that cannot field their own team must attach a copy of the CYO Parish/School Athletics Release Form to the Roster submitted for that sport. That Parish/School Release form should be completed every year to ensure the transferred athlete maintains his/her eligibility via registration and active participation in his/her Catholic school or Faith Formation program.

SECTION 5 - ROSTERS

Individual program leadership is responsible for ensuring the eligibility of players participating in their program – both individual eligibility and appropriate placement within their program. Use of ineligible players will result in forfeiture of all contests where the ineligible athletes participated – and may be subject to further disciplinary actions for that team/program.

Generally, the deadline for adding players to the roster shall be when rosters are submitted to the Sport Specific Coordinator at a date chosen by the OYYAM. This date will be announced in writing at the specific Sports Start Up meeting or by the OYYAM Staff. There are no roster changes permitted after that date except in the following situation. A player may be added to a roster prior to January 1 if that player is a new registrant in either the Catholic school or parish Religious Education program for the current school year.

Once a player commits himself/herself to a specific team in a specific sport he/she must remain on that team until the end of the season.

A player may only be on the roster of ONE specific CYO team per sport, per season. While athletes are eligible to be moved up to play in a higher grade classification, they can still ONLY play on that one team – and cannot be moved back down during the season.

Teams may be allowed to make “temporary” (for that contest only) additions to a roster only to ensure a team has enough players to compete in that contest (to avoid a forfeit). Temporary players:

- Can only be sourced from other rosters of that program’s CYO teams
- Must meet the age/grade criteria established for that team. (For example, a 7th grade athlete cannot be a temporary player on a 5th/6th grade team; however, a 6th grade athlete can be a temporary player on a 5th/6th or 7th/8th grade team.)
- A boy cannot be a temporary player on a girls team. A girl may not be a temporary player on a boys team.
- Are never allowed in a playoff contest.
- See sport-specific rules for additional guidelines on temporary roster additions in that sport.

SECTION 6 – ALL PLAY RULE

The “All Play Rule” guarantees each eligible player that sits on a team’s bench at a game is guaranteed a **minimum** amount of playing time in each game/contest. This includes the regular season, playoff and championship games. This applies to all Grammar and High School CYO Sports.

The only exceptions to the All Play Rule for an eligible player would be if:

- A player has a pre-known medical condition that would limit the amount of time that player can play in a contest on a season-long basis. (This issue must be communicated to the OYYAM office or County Coordinator prior to the start of the season... or at the time it commences.)
- A player is injured during the course of the actual game and cannot return to play.
- Coach or Program Director determines that continued participation in a contest may jeopardize the athlete’s safety or health.
- There is a disciplinary action in place that would not allow the player to participate.

The intention of this rule is to INCREASE the participation of players on a team... not to limit participation by programs reducing rosters (cutting players), leaving players home for games, fabricating disciplinary action, etc. Any such manipulation of the All Play Rule may be considered a violation of the All Play rule and subject to penalties and suspensions.

Program Directors, Pastors and/or Principals shall monitor their program and its coaches for compliance with the All Play Rule. There are no warnings to violators. Violation of the rule will be considered a breach of the spirit of CYO Sportsmanship. The following penalties shall be imposed:

- First offense - Forfeiture of the game. In addition, there is a one (1) game suspension of the team Head Coach for the team’s next game. Should the infraction occur on the last day of the season then the suspension will carry over to the playoffs (or the following season).
- Second offense – Forfeiture of the game. In addition, the Head Coach is suspended for the remainder of the season and must petition the OYYAM office for reinstatement in the following season. The team is also disqualified from the playoffs

See sport-specific rules for the minimum play (and/or maximum play) requirements and administration of All Play for that sport.

SECTION 7 – COMPOSITION OF TEAM BENCH

Players - Only those players that are listed on a team's roster may sit on a team's bench. All players dressed in uniform and eligible to play are subject to the All Play Rule - and must play in that contest per the All Play provisions. Players that are injured (or ineligible to play for any reason) may still sit on a team's bench, providing their names are on the roster and that they are not in full team uniform.

Player ineligibility may be due to injury, discipline, etc. Coaches should communicate prior to the game if there are any issues/questions regarding a player's eligibility. At no time should a player's eligibility be discussed within earshot of players or spectators. If there is a disagreement about a player's eligibility, note in the scorebook, play the contest, and contact the CYO coordinator after the game's conclusion. Inappropriately labeling a player as "ineligible" will be treated as a violation of the All Play rule. Ineligible players should be clearly identified in the game scorebook.

Coaches - Only those coaches that meet OYYAM CYO criteria (listed in Section 9) and are specifically listed on that team's Team Form/Roster may sit on a team's bench. This number is not to exceed 4 (four) total coaches.

A team's Program Director, Parish Clergy, and/or School Principal are permitted to sit on a team's bench and will not be counted as a coach. However, they must remain seated for the duration of the game while on the bench, unless serving as the coach for that game.

Only one coach per team is allowed to be standing at any one point while a game is in progress. All other assistant coaches are to remain seated and at the head (closest to center court) of the team bench, unless attending to an injured player on the bench. There will be no other individuals allowed to sit on the team bench – including other students, family members, friends, spectators, etc.

SECTION 8 - SCHEDULES

Schedules are prepared by the OYYAM Office and the Sport Specific League coordinators in conjunction with the program directors for member programs. Program Director is responsible for gathering and communicating any schedule conflicts (for home gym or any game). Those conflicts should be limited to parish and school events. CYO cannot develop schedules to accommodate individual coach or player conflicts – nor can CYO accommodate head coaches who coach more than one CYO team. Communication of schedule conflicts should happen prior to the formation of the game schedule for a given sports season.

Game schedules are intended to be fully honored by all teams. It is unfair to players, families, coaches, opposing teams and officials to change the date/time of contests once a schedule is agreed.

Post Season tournament (depending on the sport) will begin as soon as possible following the last scheduled game of the season. Each sport will have playoffs where every team will qualify to participate. Post-season schedules and host sites will be determined by the specific League Coordinators. The CYO has no requirement to make accommodations for blackout dates during the playoffs due to the time constraints and match-ups in a playoff scenario.

The typical time frame for sports seasons:

- Fall Sports run from September until the weekend before Thanksgiving.
- Winter sports run from December through the end of March.
- Spring sports run from April until June with all contests ending by the second Friday of June.

SECTION 9 – COACHING ELIGIBILITY

All Head Coaches must be at least 21 years of age. Anyone between the ages of 18-20 may be an Assistant Coach. However, the program leadership must ensure that any assistant coach (less than 21 years of age) is supervised by an approved/certified adult coach AT ALL TIMES – that is for games, practices, etc. At no times should an assistant coach under the age of 21 be alone with any team or any player. This is particularly applicable in times where the Head Coach is unavailable or late for a specific game or practice.

Individuals under 24 years of age (or without a valid driver license) MAY NOT transport players at any time - per the Archdiocesan Conduct and Norms manual.

In addition to age requirements, every Coach in the Archdiocese of Newark MUST:

- Be up to date in Protecting God's Children certification.
- Have volunteer application on file at the Parish or School where he/she coaches
- Have completed Background Screen through the Parish or School where he/she coaches
- Have a signed Coach Code of Conduct agreement on file with Parish/School and CYO Office.
- Be up to date in all the Safe Environment Requirements of the Archdiocese.

Failure to fulfill all requirements will result in immediate suspension of coaching privileges and possible sanctions to that team/program eligibility to compete in the season. Coaches may be subject to additional requirements or qualifications determined by the Parish/School where he/she coaches.

It is recommended (but not mandatory) that CYO coaches complete the Rutgers S.A.F.E.T.Y. Clinic - (*Sports Awareness for Educating Today's Youth*). This three-hour program meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law". Further, it is recommended that programs consider offering (or requiring) first aid and defibrillator training to its coaches (especially if there is no on-site medical support for practice and games.)

SECTION 10 – OFFICIALS

Officials are trained by their respective associations and have available a copy of our CYO Athletic Handbook and rules specific to their respective sport.

Coaches, players and parents will show proper courtesy and respect to all officials. Individuals who show disrespect to the officials will be ejected from the game and face possible exclusion from future OYYAM CYO sports events.

NO payment is due to officials at the individual games/contests played in the season. Rather, the CYO Office will invoice each program for any officiating services rendered to that program. The per game fee for officials for each sport will be communicated prior to the season.

SECTION 11 - CHEERLEADERS

Cheerleaders are invited to cheer for their teams. Cheerleading Coaches must adhere to all Eligibility requirements stated in Section 9. Upon arrival at a game location, the Cheerleading Coach should check in with the local facility coordinator to agree an appropriate place for the squad to be seated during the contest - on the sidelines, a neutral spot, etc. Cheerleaders may NOT sit on the team bench. Cheering squads may only go onto the playing field/court during halftime (basketball) or between matches (volleyball). Each squad will have a maximum of two minutes for a halftime routine (if time allows).

SECTION 12 – UNIFORMS

All players are required to wear an appropriate uniform for their sport. Uniform requirements will be specified in the sport specific rules for that sport. Generally, proper uniforms include:

- Basketball: Numbered jersey/t-shirt and shorts
- Cross Country/ Track: Jersey/t-shirt and shorts (or running pants)
- Volleyball: Numbered jersey-shirt, shorts and knee pads

All players must wear socks and the appropriate footwear for their sport.

Generally, there should be no jewelry worn by any participant – that includes hard hair clips, hanging beads in the hair, band-aids over earrings, etc. The official (if made aware) will refuse to let an athlete into a game/contest if that athlete is wearing any item deemed to pose a safety threat to the player or to others will not be allowed. This includes any hard/soft casts or support braces.

SECTION 13 – FIRST AID KITS

Each team (and every playing facility) is expected to have a first aid kit available at all games and practices (including instant ice packs). It is strongly suggested that all coaches be trained in CPR and Basic First Aid.

SECTION 14 – LEAGUE FEES

Team entry fees for any sport are communicated prior to the start of each season. Fees for track and cross country are paid to meet organizers per event. Failure to pay team fees may result in a team being declared ineligible for further league play or for the playoffs.

1. There is a per team fee assessed to every team registered to compete in CYO sports. That fee is communicated prior to the season by the CYO Athletics Office.
2. There will be a cost for each regular season match played plus two (2) playoff matches to cover the cost of officials.
3. Programs/teams will be charged additional fees for forfeited games or schedule changes.
4. Fees will be billed to the programs by the CYO Office with payment expected on receipt.

SECTION 15 – GAME PROTESTS

A Coach/team may protest the results of a game only for a suspected rule violation. A game may not be protested because of a disagreement with the officials' judgment on a play.

When protesting a game, the following procedure must be followed:

- The coach must inform the game official at the time of the issue - not after the contest is over.
- The official should indicate the protest in the scorebook or on the score sheet.
- The official should inform the opposing coach.

Failure to fully follow the above procedure will result in automatic denial of the game protest

A coach, via the program director will submit the details of the game protest using the Incident Reporting Process (see Section 20 for details). **Video tape will not be accepted in support of a game protest.**

SECTION 16 – EXPECTED BEHAVIOR (*entire section aligned with Code documents*)

The Archdiocese of Newark and the Office for Youth & Young Adult Ministry, through the vehicle of sports, provides youth with an opportunity to learn Christian values, practice Christian behavior and to become friends with other children throughout the Archdiocese. The purpose of our CYO Code of Conduct is to ensure that all CYO activities and participants embrace the principles of our Catholic faith and the doctrine of sportsmanship. Athletics should be an enjoyable experience while also considering fairness, ethics, respect and fellowship among competitors.

COACH

The Coach plays a critical and unique role in CYO Athletics. As a leader and mentor, the Coach will have significant impact and influence on the player experience. The Coach will help players develop their individual and team skills... to unlock their potential. Players and spectators will take their cue from the Coach on how to behave at a sporting event. That is why adherence to the Coach CYO Code of Conduct is so very important to a positive and Catholic CYO experience

Standards of Behavior

- Conduct themselves in a Christian manner that reflects favorably on their parish, school and CYO.
- Ensure team members and team followers (spectators) conduct themselves in a Christian manner with their language and their actions. Intervene when team player or spectator behavior is inappropriate.
- Teach and guide youth in a manner of sportsmanship that will increase their respect for authority, their sense of fair play, and their ability to adapt to the wins and losses of everyday life.
- Abide by the rules per the CYO Athletic Handbook and the rules specific to that CYO sport.
- Respect the judgment of officials and league administrators - before, during and after a sporting event. Do not berate officials for calls. Do not shout out perceived violations or fouls from the sideline.
- Make every player on your team feel important. Ensure every player participates at practice and games (at least to the minimum time required by rule). Never publicly chastise a player.
- Never engage in any verbal, written or physical conduct with reference to race, age, gender, ethnicity, disability, sexual orientation or religion. Ensure there is zero tolerance for taunting, baiting, berating opponents, “trash” talking or words/actions that ridicule or cause embarrassment.

Other Required CYO Coaching Practices include (but are not limited to):

- Conducting a preseason parents/coaches meeting to ensure that everyone thoroughly understands the responsibilities and standards of conduct for coaches, parents, and athletes.
- Satisfy the Coaching Eligibility Requirements defined in the CYO Athletic Handbook - including Safe Environment requirements (background checks and Protecting God’s Children)
- Ensure all players on a team are on the team roster and eligible per the CYO Athletic Handbook guidelines. A player may only be on the roster of one CYO team. Understand use of an ineligible player results in forfeiture of a game.
- Ensure there is a pre-game prayer and a reminder to spectators regarding expected behavior.

- Do not schedule practices that will conflict with Liturgies or any Holy Days.
- Have first aid supplies and ice packs at each practice and game. Have player Medical Emergency information available at all times.
- Stay within the designated coaching area. Ensure only players and rostered assistant coaches are seated on the team bench.

Penalties for Coaches

- Any coach who violates these standards (or is ejected from a game) will be suspended for a minimum of the next three (3) games and subject to additional penalties as deemed appropriate by the OYYAM. This includes technical foul ejection, poor behavior before/during/after a contest, etc. A second violation will be subject to full season (or lifetime) suspension from CYO coaching duties.
- Any coach who physically or verbally abuses any other person (player, official, spectator, opposing team, etc.) may be suspended for the remainder of the season and may be disqualified from all future contests and OYYAM CYO Athletic seasons.
- During a suspension, a coach may not participate in any activities (including practices) for his/her team... may not attend games as a spectator... and may not participate in any activities related to the school or parish athletic program.
- A coach will be reinstated to his/her role at the conclusion of a suspension only after submission of a letter to their Program Director and the CYO Office showing remorse for his/her actions and explaining how his/her behavior will change for the remainder of the season.
- Service as a Coach can be ended at any time at the discretion of a CYO Program Director or pastor/principal.

YOUTH PARTICIPANTS

Standards of Behavior

- Treat your opponents with respect; shake hands with (or acknowledge) opponents before and after contests.
- Respect the judgment of officials and abide by the rules of the contest.
- Fully understand and accept the responsibility of proudly representing your family... your school... your parish... both on and off the playing court/field.
- Never engage in any verbal, written or physical conduct with reference to race, age, gender, ethnicity, disability, sexual orientation or religion.
- Play in a positive manner and reflecting Christian values. Realize there is zero tolerance for taunting, baiting, berating opponents, “trash” talking or words/actions that ridicule or cause embarrassment.

Penalties for Youth Participants

- Any player ejected from a game because of unsportsmanlike conduct is suspended for a minimum of the next two games and may be subject to additional penalties as deemed appropriate by the OYYAM.
- During a suspension, a player may not participate in any games. However, the player may participate in practice or attend games as an ineligible player at the discretion of the school or parish program that sponsors that team.
- Any youth participant who physically or verbally abuses any other person (player, official, spectator, coach, opposing team, etc.) may be suspended for the remainder of the season and may be disqualified from all further OYYAM CYO Athletic Programs.

SPECTATOR

Standards of Behavior

- Observe and enjoy the contest – but never detract from the players’ enjoyment of the game.
- Be a Christian role model to players and other spectators.
- Remain seated in the spectator area during the games. Do not approach the playing area or the bench of either team.
- Respect the judgements and decisions of the officials and coaches.
- Positively support your team. Never shout out instructions or criticism to players or coaches.
- Make no derogatory comments or gestures (or make any physical contact) with players, coaches or spectators of the opposing team... nor to game officials or league administrators.

Penalties for Spectators

- Coaches and Program Directors are responsible for the conduct of their spectators. Coaches and Program Directors must be proactive in the removal of any spectator violating these standards of behavior.
- An official, host facility coordinator or league administrator can remove any spectator who displays poor sportsmanship from the facility. If the spectator refuses to leave the premises in a reasonable time, the game will be ended – and a forfeit assessed.
- Any spectator who is ejected from a contest will be suspended... that is, unable to attend future home and away games... for the remainder of the season and playoffs. This penalty will be enforced by the program director.
- Even if she/he is not ejected, any spectator who interferes with the conduct of a OYYAM CYO activity may (at the discretion of the spectator’s parish, league, or the OYYAM) be barred from attendance at subsequent CYO/Youth Ministry athletic events.
- Any spectator who physically or verbally abuses any other person (player, official, spectator, coach, opposing team, etc.) may lose all spectator privileges for that season or for all future OYYAM CYO Athletic Programs.

The parishes and schools participating in the OYYAM CYO leagues are responsible for communicating and enforcing these standards of behavior.

Complaints regarding violations of this code should be raised to the CYO Office through your Program Director following the Incident Reporting process in Section 20. Coaches, participants or spectators may be placed on probation or suspended from all further OYYAM CYO Athletic Competitions for their actions if the Parish/ School AD or the OYYAM deems it appropriate.

SECTION 17 – SPECIFIC LEAGUE AND SPORTS MEETINGS

Prior to the start of a season the Sport Specific League coordinator and/or OYYAM staff will host a meeting inviting all eligible parishes and schools that might be interested in participating in that sport’s upcoming season. These meetings are meant for all Pastors, Principals, and Program Directors of existing or potential parishes/ and or school of the Archdiocese.

At this meeting the specific league coordinator will review:

- Existence of the Archdiocesan OYYAM CYO Athletic Handbook (and any points of emphasis)
- All OYYAM CYO League paperwork
- Deadlines for all rosters, paperwork, season start, league fees, etc.
- Team Fees and officiating fees
- League specific rules that govern playing guidelines (and points of change/emphasis)

SECTION 18 – SCORE KEEPING AND REPORTING GAME RESULTS

Although the home team typically has the “official” book (unless designated differently by the officials), each team should have a scorekeeper to track scores, fouls and player activity during a game. Both teams should verify and agree game records throughout the contest and bring any unresolved discrepancy to the attention of the officials.

Scorekeepers for both teams should be located at a scorer table in the center of the gymnasium or other place designated by the site supervisor or referee. They may not coach, yell at or interact with the players on the playing field. They serve (along with the scoreboard/clock operator) as extensions of the referees and must remain neutral at all times.

Per the instructions for the specific league, coaches (typically the winning coach) must report scores within 24 hours of the contest.

SECTION 19 – PROGRAM DIRECTORS

Each Parish or School program that enters an OYYAM league must have a designated Program Director (for the entire athletic program or for that specific sport). That Program Director is the primary point of contact for that particular school/ parish with the OYYAM. This is the point of contact that the CYO Office will use for communication, issues resolution, etc., throughout the sports season.

Program Director is responsible for:

- Attending League Meetings
- Conducting a pre-season meeting with all coaches and ensure coaches get all league materials
- Ensuring all coaches meet eligibility requirements.
- Ensuring all players meet eligibility requirements.
- Ensuring coaches have understood league rules and philosophies.
- Ensuring coaches understand the intent and details of the All Play Rule for that specific sport.
- Working with Coaches to agree blackout dates and league schedules
- Securing practice space/times for teams and uniforms/equipment.
- Collecting and submitting all required league paperwork and fees
- Collecting and keeping on file all paperwork to be filed at the local program level.
- Ensuring standards of behavior are communicated/enforced by coaches, players and spectators.
- Being the SINGLE point of contact for your teams to the League and the OYYAM
- Ensuring that there is Facility/ Site Manager at all home contests.

SECTION 20 – INCIDENT REPORTING

Unfortunately, there will be times when a coach/program or official feels it is necessary to report an “incident” to the CYO Athletic Office. Those incidents include but are not limited to:

- Game rule protests and violation of the All Play Rule (from Section 15)
- Unsportsmanlike conduct by an opposing coach, player or spectator
- Inappropriate conduct by game personnel or officials
- Physical altercations at a game

The following single process will be followed in reporting all incidents:

1. Immediately discuss the incident with your Program Director.
2. Program Director makes a decision to report (or not report) the incident to the CYO league coordinator.

3. Incident Report should include the date/time/place of the incident, teams involved and the details around the incident. Be as specific and complete as possible... facts, not judgments! If this is a game protest, be sure all the requirements around protesting a game have been met (Section 15).
4. For violations of the CYO rules (including unsportsmanlike conduct penalized by the officials), the CYO league coordinator will seek additional information/evidence from both parties and the officials involved in the game. Once resolved, the CYO representative will notify all parties in writing including any associated penalties.
5. For incidents that are not a game protest or do not involve a CYO rule violation, the CYO league coordinator will instruct the programs directors involved to review the incident and come to an agreeable resolution – escalating that discussion if necessary to their school principal and/or parish moderator/pastor. CYO Office should be informed of the resolution.
6. So that issues do not linger, target resolution should always be within 48 hours.

SECTION 21 – PRIOR TO A GAME

Before all CYO athletic contests:

- Site supervisor should review grade specific rules with the officials and confirm the number of eligible players (for All Play purposes) for each team.
- Officials should check for player jewelry and any unsafe uniform/equipment and inform the head coach of any issues.
- Site supervisor should remind the spectators of the Spectator Expected Behaviors.
- Both teams will gather at center court (or an appropriate area) for a Pre-Game Prayer led by a representative of the home team.

SECTION 22 – HIGH SCHOOL DIVISIONS

The OYYAM CYO may offer select sports for high school students where there is adequate interest in the Archdiocese. CYO Athletic Handbook guidelines for High School are the same as the Grammar School guidelines except for the:

All CYO High School participants must be registered and attending high school. In addition, the student/athlete must meet one of the following criteria:

- Attend a Catholic High School within the boundaries of the Archdiocese of Newark.
- Baptized and Confirmed Catholic.
- Enrolled in Confirmation prep or an RCIA program at a parish in the Archdiocese of Newark.

Age limitations for High School student/athletes are as follows:

- Junior Varsity (Grades 9-10) – Any participant who is 17 years of age prior to September 1 of the current school year is not eligible to compete in 9th and 10th grade sports.
- Varsity (Grades 11-12) – Any participant who is 19 years of age prior to September 1 of the current school year is not eligible to compete in 10th and 11th grade sports.
- As in the Grammar School leagues, a participant may not play in a league grade classification below the grade the student attends in high school. However, a student may compete in a league grade classification higher than the grade the student attends in school.

Players in the CYO league may not be on the roster of their high school team (Freshman, Junior Varsity or Varsity) in the CYO sport in which they want to participate. For example, a student on the high school varsity volleyball team could play in the CYO Basketball league – but not for CYO volleyball (if it was offered). Any dispute over player eligibility will be resolved by the CYO League Coordinator.

The parish for which an eligible participant can play is determined first by the parish in which he/she

was confirmed... or the parish where he/she is attending Confirmation preparation or RCIA. If that “home parish” does not field CYO High School teams, then the participant/family will petition the OYYAM to find him/her a place to play. The OYYAM will search for a participating parish in closest geographical proximity (to the home parish first... else, to the player’s high school).

SECTION 23 – SCRIMMAGES AND TOURNAMENTS

Per Archdiocesan rules, any parishes or schools within the Archdiocese of Newark may only participate in CYO-sponsored leagues.

However, if a parish or school is **fully participating** in the CYO sponsored league, guidelines allow for a team to participate in no more than three (3) scrimmages or tournaments outside the CYO. The CYO league must be the primary league of choice – and must comprise more than 50% of the team schedule.

All Guidelines in this Handbook remain in effect even when a team is competing in one of these non-CYO events/contests.

SECTION 24 – CONTEST ADMISSIONS

Host sites will have the option to charge an admission fee (and sell concessions or merchandise) for events/contests played at their facility to offset the costs of their athletic programs. That charge should be reasonable – particularly as it relates to children or families attending events. Players and coaches should never be charged admission to an event in which they are participating.

SECTION 25 – VIDEOTAPING

While videotaping athletic events is not expressly disallowed by the Archdiocese of Newark, every host site will have the option to decide if they will allow videotaping within their facility. If the host site does not permit videotaping, there should be signs posted regarding that ban – and the ban must apply equally to both programs/teams involved in the contest. Coaches and spectators are bound to follow the rules in the site hosting the contest.

Further, common sense should prevail in any posting of video or photographs to social media. Program directors should instruct their coaches and families that they should be sure to reasonably consider the impacts of anything posted on social media regarding a CYO event.

SECTION 26 – CONTEST/GAME VENUES

Program Directors are responsible for ensuring appropriate and safe playing conditions for any venues/gyms used to host home games/matches.

Minimum standards should include:

- Adequate space and appropriate padding in place to minimize the risk of injury for players and spectators during a contest.
- Adequate points of egress from the facility in the case of an emergency.
- Operating fire and smoke alarm systems.
- Operational and visible scoreboard and clock.
- Any objects hanging from the ceiling are adequately secured. Any objects on the floor are moved a suitable distance from the playing area.

The court is adequately marked and follows minimum conventions for the sport...

- For Basketball that would mean:
 - Endlines, sidelines and halfcourt lines are clearly marked.
 - Rim is 10 feet from the floor to the top of the rim.
 - Foul line is 15 feet from the front of the backboard.
 - Three-point arc extends about 19 feet 9 inches from the center of the basket. (Although it is not desirable, in some smaller courts, that three-point line might not extend all the way to the endline. Even less desirable, there may be gyms where a three-point line does not exist.)
- For Volleyball that would mean:
 - Court end and sidelines are clearly marked.
 - Serving lines for all grade levels are clearly marked.
 - Net is at a height specified by the CYO rules.
 - Poles or stanchion posts for the volleyball system are adequately padded.

Program Managers should also ensure that the number of players and spectators does not exceed the reasonable capacity for the venue.

Based on any specific shortcomings of the venue, a program manager may elect only to host games/contests for specific sports or for specific grade levels within a sport.

Any issues with the safety and conditions of a venue should be brought to the attention of the program director of the host program. If the issues are not resolved to the complainant's satisfaction, the issue should be raised to the CYO Office for discussion with the parties involved.