

St. Joseph Catholic School

# CYO SPORTS MANUAL

Policies, Rules and Regulations



**ST. JOSEPH**  
CATHOLIC SCHOOL  
**C A R D I N A L S**

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## Mission Statement

St. Joseph CYO exists to provide opportunities for all people to experience Christian values that are reinforced through athletic participation.

## CYO Athletic Administration

St. Joseph CYO is an Associate Club of CYO of Camp Howard. While policies align with CYO Camp Howard, administrative authority flows through St. Joseph's Pastor, Principal, and Athletic Director.

### **Athletic Director**

The Athletic Director is hired by the school Principal in conjunction with the Athletic Board and is an employee of St. Joseph Parish. He/She is elected to uphold values that are consistent with St. Joseph's mission statement and implement CYO and CYO Camp Howard policy. He/She shall be responsible for organizing and facilitating all activities of the St. Joseph Club. The Archdiocese of Portland manual states the following:

- All CYO Clubs and Associate Clubs participating in the CYO organization must have an Athletic Director hired or approved by administration

- All Athletic Directors must pass an annual background check through CYO/Camp Howard.
- The Athletic

Director's term shall be for at least 12 months beginning on July 1st. Athletic Director responsibilities:

1. Being knowledgeable of all aspects of the current CYO Athletics manual and ensuring that the philosophy of CYO Athletics are followed.
2. Registering the parish CYO Athletic teams prior to the registration deadline for each sport.
3. Checking the parish and school calendars for potential scheduling conflicts, and note on the registration form.
4. Certifying eligibility of players on a team roster, verifying accuracy and completeness with their coaches, and submitting the proper forms to CYO Athletics prior to roster deadlines.
5. Representing the parish/school at all CYO Athletics meetings for parish/school athletic directors.
6. Ensuring that all eligibility questions, concerns, and requests are handled appropriately and in a timely manner.
7. Ensuring that all incident report forms originating from the parish/school are handled appropriately and forwarded on to CYO Athletics in a timely and comprehensive manner.
8. CYO Athletics Code of Conduct for players, coaches and parents are signed and kept on file.

## **Board of Directors**

The St. Joseph CYO Board of Directors is a consultative/advisory body of volunteers that exists to help facilitate and promote the St. Joseph's program while providing support to the Athletic Director.

The Board will consist of 5 or 7 members, one being the current St. Joseph Physical Education teacher.

Interested parties may submit their name and application to the board for consideration. The board will recommend candidates under consideration to the principal for an appointment.

**\*As of June 2023 there is no longer an Athletic Board due to lack of involvement from it's members.**

## **Meetings and Functions**

The Board will hold regular meetings on the first Monday of the month.

The Athletic Director will be in attendance and is a non-voting member.

Special meetings may be called by the AD or a majority of the board members.

## **Vacancies, Removal and Resignation**

1. The Board may, with the prior approval of the Athletic Director, remove any Board member from the office with or without cause at any time by a vote of 2/3rd of the voting membership.
2. Any member may resign by giving written notice to the Athletic Director. The resignation shall be effective when the notice is given unless a later time is specified for the resignation to become effective.

## **Term of Office**

Members of the CYO Board of Directors shall hold office for a term of three (3) years, or until a successor member has been designated and qualified.

## **Quorum, Notice and Effectiveness of Meetings**

1. A quorum for the transaction of business of the St. Joseph Board of Directors shall consist of 2/3rds of the members of the Advisory Board.
2. Every action taken or decision made by a majority of the Advisory Board present during a meeting in which a quorum is present, shall be an act of the Board.
3. Each member of the St. Joseph CYO Board shall be entitled to one vote, and the majority shall decide issues.

## **Chairperson**

The Chairperson will have the following duties:

1. Facilitate the meetings of the Club Board
2. Prepare agendas
3. Arrange notification of all members of upcoming meetings.
4. Submit meeting minutes to CYO office and school office.

## **Co-Chairperson**

The Co-Chairperson will substitute for the Chairperson in their absence.

## Secretary

The secretary shall keep official minutes of the meetings. Such minutes shall be written to record the official business of the St. Joseph CYO Board, recording the discussion topic, recommendations, and ballot issues. A copy of the minutes shall be kept in a file in the St. Joseph school office to be kept open for inspection. The minutes shall be submitted to CYO within ten business days following each meeting. The minutes of each meeting will be read at the following meeting and approved or corrected as needed.

## Treasurer

Serves as a check and balance point for all club finances. Maintain an accurate financial record of all receipts and expenditures, and furnish monthly financial statements.

## CYO Coaches and Conduct

Coaches are role models to our youth as well as a representative of St. Joseph Catholic community. It is imperative they conduct themselves in a manner that reflects our mission statement.

Coaches Responsibilities:

1. Satisfying the Safe Environment requirements.
  - a) Complete the online coaches registration form on CYO website.
  - b) St. Joseph CYO Athletic Director will confirm requests.
  - c) St. Joseph CYO Athletic Director will assign coaches based on the needs of the particular program and grade.
  - d) Coaches must complete all CYO Camp Howard and St. Joseph Parish requirements including;
    1. Obtaining certification of the American Sports Education Program (ASEP) online
    2. Obtaining certification in the Called to Protect
    3. Obtaining certification in the Concussion Management Training per the law according to Washington State.
    4. Completing background check.
    5. Uploading photo ID.
3. Ensures compliance with Sudden Cardiac Arrest requirements by coach, parents, and athletes.
4. Attending the CYO Athletics preseason coaches meeting. In the event that this is not possible, the head coach must make sure an assistant coach represents the team.
5. Conducting a pre-season parents/coaches meeting to ensure everyone thoroughly understands the responsibilities of coaches, parents, and athletes.

6. Ensure parish/school conflicts have been received from parents and communicated to the Athletic Director.
7. Maintain Score Reporting- with weekly game score reports sent by Sunday evening of the current week. Failure to report a score so that it can be posted and verified by end of business day the following Friday may result in a loss.
8. Standard policy is for a coach to be assigned to only one team per sport.
9. Each team will have one head coach and a maximum of one assistant coach and with the possibility of adding an intern coach (high school student).
10. Ensures timely and effective communication with AD, coaches, parents, players.
11. Creates a positive practice / competition environment where players can learn in a systematic progression of skills.
12. Assumes responsibility for the players, facility and equipment during assigned practice and competition times.
13. Delegates supplementary roles as dictated by sport. Scorekeeper, line judge, clock, timers.
14. Violation of this code of conduct will result in removal of coaching responsibilities. Reinstatement of participation in St. Joseph CYO will be determined by AD, Principal and Pastor.

## **CYO Concessions**

1. Determine the goods to be sold at the concession stand, pricing of goods, and acquisition of all goods to be sold.
2. Ensure concession stand inventory is maintained at a level adequate to meet demand on a weekly basis. 3. Develop instructions for concession stand works and implement procedures to handle all cash receipts. 4. Maintain inventory/contents.
5. Volunteer concessions workers can be a parent/guardian or one responsible teen (age 15 and up). No other children are permitted in the concession stand without direct adult supervision.

## **CYO Uniform Commissioner**

1. Distribute and collect uniforms from all participants/coaches in the St. Joseph CYO program.
2. Ensure all uniforms are properly returned and stored between seasons.
3. Communicate to Treasurer all families with outstanding uniform return.

## **CYO Site Monitor**

Responsible for the overall coordination of the facility, equipment and personnel needed to host the event. The CYO Site Monitor should be aware of means to handle emergencies that arise. This person will supervise the facility, teams, officials, and crowd management during all games. The Site Monitor is responsible for reading aloud the announcements and the Pre-game and Post-game Prayers to the spectators, coaches, and athletes.

# **Code of Conduct**

St. Joseph CYO administration, coaches, parents, and participants will conduct themselves in a manner that reflects Christian values at all times.

1. Respect officials, opponents, coaches fans, scorekeepers, etc...
2. Show respect and follow the rules of the facility.
3. Respect the competition by:
  - a) Exhibiting positive sportsmanship.
  - b) Playing by the rules.
  - c) Giving best effort.
  - d) Valuing experience regardless of the outcome.

# **Zero Tolerance Act**

## **Coaches/Players/Parents/Spectators May Not:**

1. Yell any form of criticism
2. Make derogatory comments
3. Use profanity, taunt, criticize, or jeer

4. Badger, name call, or use foul language
5. Approach a player, coach, spectator, official, scorekeeper, league administrator, or site coordinator at any time before, during, or after game to question or comment negatively. There will be no extensive discussion, comments or gestures regarding any judgment calls.

## **Will:**

6. Respect all game officials and scorekeepers and refrain from abruptly questioning their decision.
7. Respect facility, both home and away.

## **\*In addition Coaches will be held to the following:**

- Complying with CYO Camp Howard playing time policy.
- Represent St. Joseph catholic parish in a positive manner both inside and outside their role as a coach.

## **Consequences**

1. Individuals who engage in the above behaviors will be subject to immediate ejection from facility/property.
2. Individuals who engage in the above behaviors, will be automatically suspended from further participation until meeting and resolution with AD, Principal and Pastor.
3. Elevated occurrences may require a more severe penalty which will be determined, as appropriate, by the CYO AD, Principal and Pastor.
4. Individuals ejected from a second game within the same sport year (August – July) will automatically serve a one year suspension from all CYO property and events, with suspension beginning immediately.
5. If the ejected individual chooses not to leave facility/property when asked, the authorities will be called to have the individual removed.

# **CYO Sports Programs**

## ***St. Joseph CYO offers the following programs:***

### **Fall Sports // August - November**

Volleyball (3rd - 8th grade girls)

Hot Shots Basketball (1st & 2nd co-ed)

Cross Country (3rd - 8th grade boys & girls)



## **Winter Sports**

Swim // October 1st - January 30th (K - 8th grade boys & girls)

Hot Shots Basketball (1st & 2nd grade co-ed)

Basketball // November - March (3rd - 8th grade girls & boys)

## **Spring Sports**

Track & Field // March - May (3rd - 8th grade boys & girls)

Hot Shots Baseball (K - 2nd co-ed)

## **\*CYO Camp Howard Regional programs.**

### **Fall Sports // August - November**

*\*Football (3rd - 8th grade co-ed)*

*\*Hot Shots Football (K - 2nd grade co-ed)*

*\*Cheer (3rd - 8th grade co-ed)*

### **Spring Sports**

*\*Lacrosse // March - June (3rd - 8th grade girls & boys)*

*\*Baseball // April - July (3rd - 8th grade co-ed)*

# **Registration Fees**

St. Joseph CYO sets program fees on an annual basis. Fees are structured to keep program budget viable. 1. CYO Camp

Howard registration fees

2. Coaches fees

3. Team competition entry fees - Post season championship play is included in original registration fee. Pre season and mid-season tournament fees are not covered and an additional cost if the coach decides to enter their team.

4. Equipment and uniform maintenance

5. Athletic Director stipend
6. Facility rental fees as needed
7. St. Joseph CYO encourages all to participate. Finances should not be a barrier to registration. Scholarship assistance may be available and is allocated on a case by case basis.
8. Registration fee is a non-refundable fee, except in the case a team cannot be formed. 9. Refunds:
  - a) Not enough players registered / no team.
  - b) Combine grade levels - team must play at the grade level of oldest participant.
  - c) Playing for neighboring program.

## **Miscellaneous Fees**

- Damaged or lost uniform fee.
- Volunteering in the concession is a requirement to participate with CYO St. Joseph. If you wish to "opt out" of this option you may chose this add-on and pay the "opt-out" fee of \$200.
- Pre-season and mid-season tournament fees.
- Supplemental equipment as dictated by sport.

# **Player Eligibility**

Participation is open to all St. Joseph school and Parish families. Each sport allows for exceptions based on the following.

## **Exception**

Non-school, non-parish family that is a registered active member of a neighboring Catholic Parish or Catholic School that does not provide a team.

- Active membership status is determined by the individual parish

## **True Exception**

Non-school, non-parish family that is not a registered active member of a neighboring Catholic Parish.

- Volleyball and basketball - allow 2 true exceptions per team in order to be eligible for the post-season tournament.
- Track & Field and Swimming - no limit on exceptions.

## **False Eligibility Information**

Any player who participated in any CYO Athletics activity and is found to be INELIGIBLE due to the presentation of false information about their age, address, grade level, or any other factor pertinent to their eligibility, will be automatically expelled from all CYO Athletics activity for one (1) year from the date of the discovered violation. This is by decision of the CYO Camp Howard Eligibility Committee, subject to appeal to the Athletics Manager.

If a player is expelled for violation of eligibility rules, the player's coach and/or Athletic Director of the parish for whom the player has illegally played are also subject to the same penalty, but only by discretion of the CYO Athletics Advisory Board.

If a player is expelled for violation of eligibility rules, and a member of the CYO Athletics Advisory Board is involved in such deception, said board member is also subject to the same penalty, and they will be terminated from their membership on the board.

If a player is not penalized because false information was presented without their knowledge or cooperation, the responsible coach, manager, Athletic Director and/or CYO Athletics Advisory Board Member(s) remain liable and subject to penalty.

## **Team Formation**

St. Joseph CYO policy to create opportunities for all abilities to participate. Each sport due to their unique nature may have limitations to the number of participants it can accommodate.

### **Team Sports: Volleyball, Basketball and Hot Shots**

1. Minimum of eight participants to field a team. Participants will be assigned at their school grade level. 2. Maximum of twelve
3. CYO Camp Howard allows for exceptions to these numbers. St. Joseph CYO will consider exceptions on a case by case basis.

### **Individual Sports: Swimming and Track & Field**

1. No minimum or maximum numbers on participants or exceptions.

## **Priority Of Registration:**

1. St. Joseph School families
2. St. Joseph Parish family
3. Neighboring Catholic school or parish
4. True exception
5. Hot Shots - coaches children will be assigned to their team. A blind draw will follow.

## **Volleyball and Basketball**

- 3-8th Grade - Two open gym sessions and a draft done with involvement of Athletic Director and coaches, with the goal of equal ability teams being created.
- It is the St. Joseph CYO program policy to create teams that are eligible for the post-season tournament play.
- Registration for each sport is for a defined period. Interested participants who miss the deadline will be considered on a case by case basis.
- Registration is considered implied consent to participate on the team assigned.

## **Uniforms**

- All program issued equipment is the responsibility of the individual player. As such, failure to return uniform/equipment in reasonable condition and within the designated time period will result in a fee equal to the replacement value.
- Willful destruction of equipment will also result in a fine equal to the replacement value.
- Until payment for lost or damaged uniforms or equipment is received, awards and/or report cards may be withheld. A hold on any future participation will apply until payment is received.
- Donations of equipment are greatly appreciated and must be cleared through the Athletic Director. Sponsorships are prohibited.

## **Practices**

1. Maximum: 2 x per week, 1.5 hour time slots with the exception of Hot

Shots. d) Hot Shots are limited to 30 minute practice prior to Saturday game

2. Practice times allotted based on:

a) Facility availability

b) Coach availability

c) Grade level priority (when possible) with younger grade levels given the earliest time slot availability.

d) CYO Camp Howard prohibits practice and competition on Holy Days of Obligation and evening of the Champions of Faith Banquet . In addition St. Joseph CYO prohibits practice during designated school wide events. Dates/times will be provided by AD prior to the season.