

Catholic Youth Organization



SPORTS MANUAL 2009 – 2010

Policies, Rules and Regulations

CYO / Camp Howard
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**Catholic
Charities**

Providing Help, Creating Hope

Member Agency of Catholic Charities
and Catholic Charities USA



ORGANIZATIONAL STRUCTURE

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**2009 - 2010
 CYO/CAMP HOWARD
 ORGANIZATIONAL STRUCTURE**

EXECUTIVE BOARD MEMBERS

Carol Wachter // **President**
 Dennis Keenan // Executive Director Catholic Charities
 Tim Ayersman
 Douglas M. Bomarito
Michael Garcia
 Dan Gemma
Sue Rivelli
 Sr. Krista von Borstel S.S.M.O. // Executive Director

STAFF

Sr. Krista von Borstel S.S.M.O. // Executive Director
 Randy Cannon // Director of Basketball & Volleyball
 Dana Wheeler // Insurance, Special Projects
 Jolie Abraham Phanton // Director of Communications
 Mark Lee // Director of Swim, Track & Field
 Janine Ellsworth // Camp Registrar
 Renee Wood // Camp Office Director
Barb Canaday // Director of Football & Cheerleading
Ally Hood // Business Manager
Slater Swan // Director of Camp Howard

Contracted Services:

MaryAnn Stewart // Director of CYO Dances
 Chuck Cunning // Football Equipment Management

ATHLETIC BOARD

Bryan Cavaness // **Chairperson** // Swim Commission Chairperson
 Steve Mueller // Basketball Commission Chairperson
 Michael Bergmann // Track and Field Commission Chairperson
Gary Hamaoka // Volleyball Commission Chairperson
 Tino Renon // Football Commission Chairperson
 Molly McDade-Hood // Cheerleading Commission Chairperson
 John Cartasegna // Athletic Directors Committee
 CYO Sport Directors
 Sr. Krista von Borstel S.S.M.O. - Executive Director

RULES & COMPLIANCE COMMITTEE

Jeff Barron
Sr. Michael Francine Duncan S.S.M.O.
Douglas Gallinat
Kathryn Laskowski
Mike Plass
Joe Rivelli
Damon Vickers
Michelle Wiitala

ATHLETIC DIRECTORS' COMMITTEE

John Cartasegna // Chairperson
Kelli Eby
George Kalomiris
Kathryn Laskowski
John Turina
Jolie Abraham-Phanton
Director of Communications

BASKETBALL COMMISSION

Steve Mueller // Chairperson
Doug Gallinat
Rick Labasan
Ed O'Hanlon
Mike Raffaele
Rick Skayhan
Jeff Smith
Daryl Zarosinski
Randy Cannon // Director of Basketball

FOOTBALL COMMISSION

Tino Renon // Chairperson
Charles Antal
John Perrigo
Martin Pinder
Ken Potter
Steve Pyne
Barb Canaday // Director of Football
Randy Cannon // Director of Basketball & Volleyball

SWIM COMMISSION

Bryan Cavaness // Chairperson
George Cheney
Eric Holstrom
Katie McNeil
Diane Peterson
Mark Lee // Director of Swim

TRACK & FIELD COMMISSION

Mike Bergmann // Chairperson
Paul Boileau
Jim Bridges
Andrew Corrado
Alisha Hamel
Mark Lee // Director of Track & Field

VOLLEYBALL COMMISSION

Gary Hamaoka // Chairperson
Cathleen Foy
Marian Kahler
Kelly E. Larson
Michelle Wiitala
Randy Cannon // Director of Basketball & Volleyball

CHEERLEADING COMMISSION

Molly McDade-Hood // Chairperson
Barb Canaday // Director of Cheerleading

Region Athletic Director Info. for Football & Cheerleading**Region 1/Irish** (Green) - North Portland - Practice Field/Holy Redeemer

Madeleine, Holy Redeemer, St. Andrew Nativity
Athletic Director: Molly McDade Hood / 503-240-0634 / irish1cyo1coach1@aol.com

Region 2/Bishops (Black) - Northeast Portland - Practice Field/Normandale Park

All Saints, Archbishop Howard, Cathedral
Athletic Director: Martin Pinder / 503-282-0328 / martinp@premier-press.com

Region 3/Kings (Purple) - Southeast Portland - Practice Field/Sellwood Park

Holy Family, Our Lady of the Lake, St. Agatha, St. Stephen, St. Ignatius
Athletic Director: Tom Hutson III / 503/347-2290 / twhiii@msn.com

Region 4/Eagles (Orange) - Clackamas County - Practice Field/

(3rd & 4th at Gladstone First Baptist Church & 5th - 8th at La Salle High School)
Christ the King, St. John the Apostle, St. John the Baptist
Athletic Director: Mark Meek / 503-320-6148 / meekmark@worldstar.com

Region 5/Saints (Columbia Blue) - Southwest Portland - Practice Field/St. John Fisher

St. Anthony, St. Clare, St. John Fisher, St. Thomas More, St. Francis - Sherwood
Athletic Director: John Cartasegna / 503-720-6464 / jgcart@comcast.net

Region 6/Knights (Royal Blue) - Beaverton - Practice Field/Valley Catholic

Holy Trinity, Pilgrim Lutheran, St. Cecilia, Valley Catholic, St. Pius X,
St. Francis - Roy, St. Matthew
Athletic Director: Marc Franck / 503-957-1402 / m1franck@mac.com

Region 7/Cardinals (Red) - Vancouver, WA - Practice Field/McLoughlin Middle

Our Lady of Lourdes, St. Joseph, St. John the Evangelist, Pacific Crest Aca.
Athletic Director: Jim Drell / 360-772-3976 / jim.drell@kiewit.com

Region 8/Rams (Gold) – Stayton - Practice Field/St. Mary's School

St. Mary's School
Athletic Director: Debbie Fessler / 503-845-6407

Region 9/Disciples (Maroon) - East Portland - Practice Field/St. Therese

St. Therese, Portland Lutheran
Athletic Director: Luciana Fisher / 503-997-9861 / LuFischer@gmail.com

Region 10/Pilots (Navy Blue) – St. John's - Practice Field/Kenton Park

Holy Cross
Athletic Director: Ralph Balducci / 503-286-6106 / ralphb@silvereaglefmfg.com

Region 11/Cavaliers (Gray) - Salem - Practice Field/Blanchet

Blanchet School, St. Joseph, St. Vincent DePaul, Queen of Peace
Athletic Director: Chrystie & Russ Jones / 503-362-9208 / cyosalemclub@earthlink.net

Region 12/Royals (White) - Portland Christian - Practice Field/Portland Christian HS

Portland Christian, Crossroads Christian
Athletic Director: Anthony Baugher / 503-754-0831 / anthony.baugher@pcschools.org

Region 14/Cubs (Silver) - Corbett - Practice Field/Corbett High School

Corbett School District
Athletic Director: Brian Davis / 503-695-6555 / brian.davis@providence.org

Club Athletic Director Information

(Volleyball, Basketball, Swimming, Track & Field)

All Saints

Kelli Eby
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503/281-7236

Archbishop Howard

Chris & Amy Dugan
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503/282-5086

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Mary Jo Kallgren
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Lara Tennant
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Christ the King

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Columbia Christian

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Damascus Christian

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Holy Cross

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Holy Family

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Holy Redeemer

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Holy Trinity

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Home School

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Our Lady of Lourdes

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ksmith5@mtb.com
360/448-3990

Our Lady of the Lake

Kimberly Wood
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503/638-2600

Pacific Crest Academy

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360/834-9913

Portland Christian (3rd - 6th)

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503/754-0831

Portland Christian (7th & 8th)

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Salem CYO

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503/362-9208

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503/975-6309

St. Andrew Nativity

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St. Anthony

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503/550-7047

St. Cecilia

Dave Leonard
stecciliacyo@comcast.net
503/330-2651

St. Clare

George Kalomiris
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503/849-5282

St. Francis Roy/Visitation

Greg Peters
greg.peters@comcast.net
503/730-5277

St. Henry

T.R. & Jennifer Riehl
riehl1tr@msn.com
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St. Ignatius

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St. John Fisher

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St. John the Apostle

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St. John the Baptist

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503/653-6132

St. Joseph Vancouver

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St. Matthew

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St. Pius X

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503/449-0745

St. Therese

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503/975-6664

St. Thomas More

John Turina
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503/222-6105

St. Wenceslaus

Mary Jane Weber
howeweber@comcast.net
503/543-2110 xt. 17

Valley Catholic

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503/645-8510

West Hills Christian

Doug Loiler
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503/977-5496

MISSION STATEMENT:

CYO/Camp Howard is based on Christian principles that reinforce sound human and social values. It exists to provide opportunities for people of any race, nationality or religion to discover and be reassured of their self-worth as individuals and as valuable members of society. It provides activities of a social, cultural and recreational nature. From this awareness, people will be encouraged to use their talents in service to others of their community.

STRUCTURE AND FUNCTION:

CYO has been in existence in the Portland area since 1946. Camp Howard has been in existence since 1952. Philip Murphy is credited with the early success of the programs. Mr. Murphy served for 30 years as Executive Director of the agency before he retired in the early 1970's.

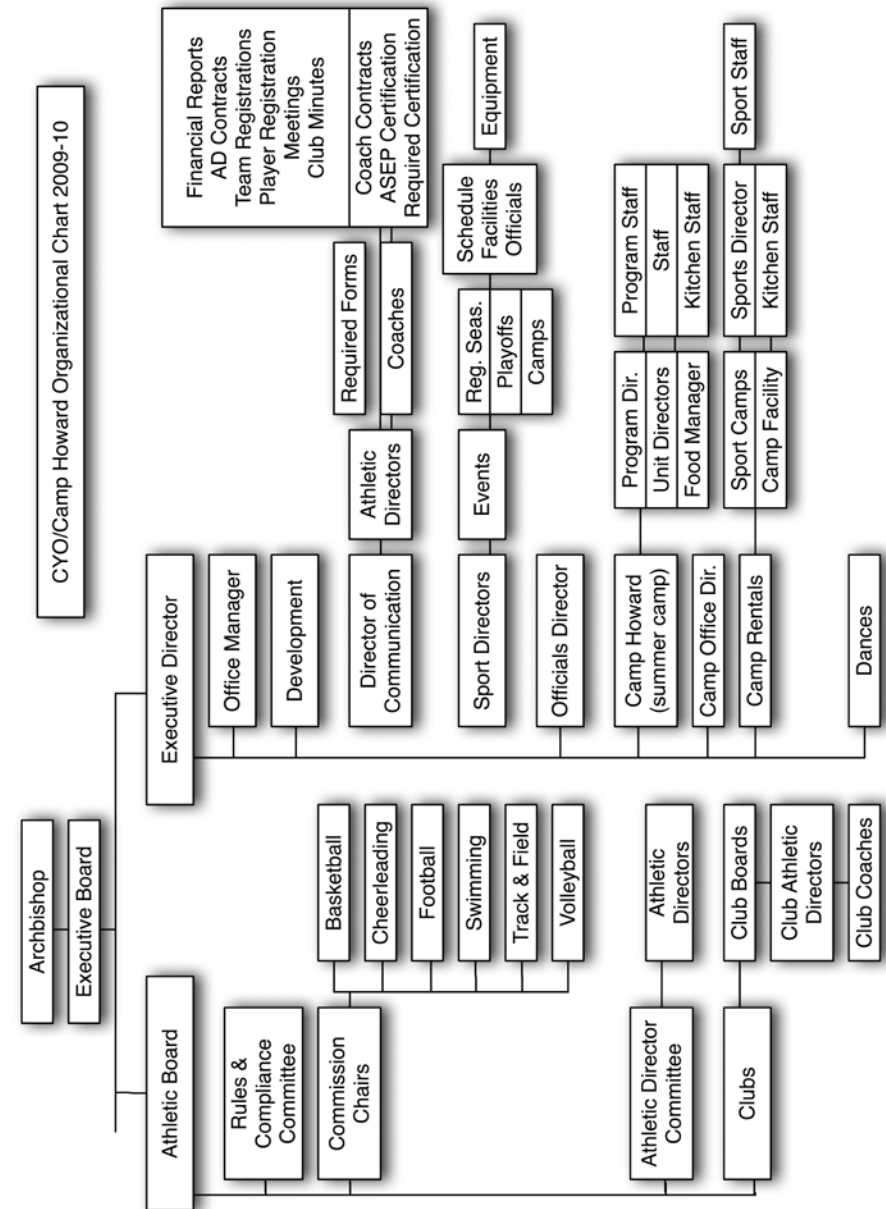
Today's organization is governed by the CYO/Camp Howard Executive Board of Directors. The Executive Director oversees the athletic and camping programs. The Directors of Sports and Administration organize and direct CYO athletic activities; the Camp Director directs Camp Howard's summer programs.

CYO is committed to the dignity and worth of all youth. CYO enables the gifted to excel and the less gifted to participate and improve. The ultimate responsibility for the success of the program lies with the many adult volunteers who make this program possible. Adults involved in CYO must remember that the program exists for the Christian growth of young people. Coaches must be constantly aware of the tremendous influence they have on the athletes and should use this opportunity to set a positive Christian example on and off the field.

ATHLETICS AND YOUTH MINISTRY:

CYO athletics is a vital and important part of youth ministry. Through youth ministry we work to construct an environment that encourages the development of relationships between youth and adults who share their faith in a wide variety of situations. Athletics can have the effectiveness of the "minister", in this case, the coach.

ORGANIZATIONAL CHART:



PHILOSOPHY OF CYO ATHLETICS:

A common philosophy of CYO athletics must be understood and practiced by all adult leaders, administration, athletic directors, coaches, parents and officials to avoid confusion, disagreements and confrontations. By understanding a common philosophy, everyone can work together to meet the needs of the youth involved.

CYO athletics exist to provide opportunities for youth to participate in activities under conditions that are safe, enjoyable and promote Christian attitudes of fair play and cooperation. CYO has concern for the whole person, made up of body, mind and spirit. An attempt should be made to respond to the interests and needs of the individual by encouraging the total growth and development of the young person. Physical fitness, positive mental attitude and spiritual growth are all important in developing the whole person.

All eligible youth are given the opportunity to participate with no "cuts". The number of teams formed will depend on the number of interested participants. Once the season starts, every youth should play in every sport event. Participation, involvement and being able to play are far more important than winning a particular sport event or having the best win/loss record. Developing the individual is the focus; the sport event is merely the tool.

Beyond the written rule there is a proper spirit in which to engage in competitive sports. Fair play and sportsmanship are the essence of CYO athletics. Participation alone does not guarantee sportsmanlike attitudes and values, such as honesty, fair play and citizenship. Coaches, parents and adult leaders must be role models and explain why these behaviors are appropriate.

Winning is an important objective in sports. To not seek victory is to be a dishonest competitor, but winning must not be the only objective. Adults must help athletes understand that there is more to sports than a win/loss record. Youth must be taught that success is found in striving for victory.

The most important concept is that if they give their maximum effort and strive for success, there are no losers. When winning is kept in perspective, the youth first and winning second, sports programs produce youth who feel good about themselves, respect others, accept responsibilities, strive for excellence, improve skills, have fun and look forward to future participation in sports. This is the purpose of CYO athletics.

BILL OF RIGHTS FOR YOUNG ATHLETES:

1. RIGHT TO HAVE THE OPPORTUNITY TO PARTICIPATE IN SPORTS.
2. RIGHT TO PARTICIPATE AT A LEVEL COMMENSURATE WITH EACH YOUTH'S MATURITY AND ABILITY.
3. RIGHT TO HAVE QUALIFIED ADULT LEADERSHIP.
4. RIGHT TO PLAY AS A YOUTH AND NOT AS AN ADULT.
5. RIGHT OF YOUTH TO SHARE IN THE LEADERSHIP AND DECISION-MAKING OF THEIR SPORT PARTICIPATION.
6. RIGHT TO PARTICIPATE IN SAFE AND HEALTHY ENVIRONMENTS.
7. RIGHT TO PROPER PREPARATION FOR PARTICIPATION IN SPORTS.
8. RIGHT TO AN EQUAL OPPORTUNITY TO STRIVE FOR SUCCESS.
9. RIGHT TO BE TREATED WITH DIGNITY.
10. RIGHT TO HAVE FUN IN SPORTS.

CYO, through athletic activities, attempts to instill in youth, Christian attitudes and characteristics that will make them better adjusted youth today and adults in the years ahead. Bringing youth together from different schools and social backgrounds in an atmosphere that fosters friendship with opponents and teaches principles of sportsmanship is an important aspect of the program. The following guidelines reinforce that the behavior of anyone involved in the CYO should not detract from the youth's enjoyment of the sport.

COACHES:

1. Encourage athletes in a positive manner; use the appropriate language to support an athlete's efforts.
2. Set an example of good conduct; maintain a wholesome and friendly rivalry between teams.
3. Give all athletes sufficient playing time.
4. Treat all with respect and dignity. Do not shout or make derogatory comments to athletes, coaches, parents, spectators or the officials.
5. Do not humiliate an opponent by severely outscoring a team.
6. Be humble in winning and gracious in defeat.
7. A friendly handshake or positive comment to the opposing coach should be exchanged after a sport event regardless of the outcome.

ATHLETES:

1. Treat opponents with respect and dignity.
2. Give only constructive criticism and positive encouragement to teammates.
3. Do not swear or argue about an official's decision. Only designated athletes, such as a team captain, should question an official.
4. Play by the rules, play fair.
5. Behave with honesty, straight forwardness and a dignified attitude when others do not play fairly.
6. All teams at the conclusion of the sport event should exchange a handshake or cheer.

SCOREKEEPERS//TIMEKEEPERS//OTHER EVENT VOLUNTEERS:

Scorekeepers, timekeepers and all other event volunteers are considered officials of the contest and should conduct themselves in an impartial manner throughout the sport event. They should not be coaching the participants, yelling at the participants and/or officials, etc. They are encouraged to show appreciation for an exceptional play during the event.

PARENTS//SPECTATORS:

1. Remain seated in the appropriate area during the sport event.
2. Make only positive comments to athletes, coaches, parents and officials. There is no place in CYO sports for booing and criticizing judgments made by the officials.
3. Parents should not interfere with their athlete's coach. They must be willing to give responsibility for their athlete to the coach during practices and sport events.

4. Parents/spectators should not direct any comments or concerns to the game officials at any time. These should be directed through the coaches, who shall direct those comments to the CYO team athletic director.

UNSPORTSMANLIKE CONDUCT:

1. Each coach is responsible for the conduct of the team members, parents, and spectators. Any coach, athlete, parent or spectator may be cited for unsportsmanlike conduct by a sport event official, CYO athletic director, or CYO representative including; staff, commission, board members, gym or site monitors.
2. At the time of the alleged infraction, the above named are empowered to remove the alleged offender from the facility. If the alleged offender(s) refuse to leave the facility, the sport event will be forfeited in the favor of the CYO team not involved in the infraction.
3. Within 48 hours a written report of the incident should be filed by the athletic directors and/or CYO official of both teams involved at the CYO office. (Refer to the Incident Report form at the back of book).
4. **If a coach or player receives a technical foul for unsportsmanlike conduct, (i.e. abusive language or unsportsmanlike acts), or is ejected from the game, the offending individual will receive at least, a one game suspension.**

If a coach or player is ejected from a game, the offending individual must leave the gym immediately. If there is not a certified CYO coach available for the remainder of the game, the game will be stopped and forfeited.

The person cited (for either infraction above) must initiate contact with the CYO office and set up a meeting with the CYO Sport Director, CYO Executive Director and/or 2 members of the CYO Rules and Compliance Committee, before being reinstated to participate in CYO games or practices. Meetings will be held during the regular CYO business days, not on weekends. (Refer to Chapter IV, Section K, Sanctions).

PRE-SPORT EVENT PRAYER:

The visiting team coaches shall bring the teams together before each athletic event to recite the following:

Welcome to our CYO competition
between
_____ and _____

O God, as we prepare to compete in this athletic contest, we ask your help and blessing that we may compete to the best of our abilities and with a true spirit of sportsmanship so that our efforts give greater glory to You, our Creator. We ask that you protect us from injury and help us remember that our opponents are our brothers and sisters who are also under your guidance. For this we pray, Amen.

PRE-SPORT EVENT STATEMENT:

In order to set the tone for friendly competition and good sportsmanship, a pre-sport event statement has been developed. It shall be the responsibility of the home team to designate a parent to read the following statement before each CYO athletic contest.

We will respect and support volunteer coaches and youth and adult referees by remaining in the designated spectator areas. We will remember that youth participate for their enjoyment, not ours.

We will be good role models by supporting efforts to remove verbal abuse; athletes learn best by example.

We will teach that teamwork and doing your best are more important than winning.

We will applaud good effort by all competitors.

We will encourage the athletes to improve skills and to be good sports.

We will also urge them to play by the spirit of CYO.

We will make the athletes feel like winners, regardless of the outcome.

ADMINISTRATION:

The structure of the CYO sports program has been designed to facilitate the participants' involvement and input. Program policies and decisions have been developed and amended by the volunteers and staff.

A. CYO STAFF:

1. Director of Communication is the liaison between CYO and the CYO athletic directors regarding team registration, meetings and minutes, forms, volunteers, athletic director, club and coach administration, internet site, incident reports and other various records and events.
2. Sports Directors implement the athletic programs and work closely with the Athletic Board, athletic commissions/committees and athletic directors. They are:
 - a. Director of Sports who is responsible for developing new and existing programs, tournaments, clinics, rules, coach recruitment and facilities.
 - b. Director of Officials who is responsible for scheduling and evaluation of officials.

B. ATHLETIC BOARD:

The CYO Executive Board directs the Athletic Board. The Athletic Board evaluates and promotes the growth and development of the programs and their policies. The board oversees the activities of each athletic commission/committee with a focus toward the mission statement and philosophies of the organization.

C. ATHLETIC COMMISSIONS//COMMITTEES:

1. Athletic commissions represent each sport in the organization. The Commissions are actively involved in the specifics of their sport; including rules, league set up, team evaluations, sport event observations, coach's clinics, tournament/meet and seeding. The Athletic Commissions make recommendations and assist the Athletic Board in the evaluation of their program.
2. Athletic committees include:
 - a. The Athletic Directors Committee. This committee provides additional input from all of the athletic directors, coaches, athletes, and parents that is valuable to the programs and this organization. Risk management is a focus of this committee.
 - b. The Rules and Compliance Committee, reports to the Executive Board, rules on all eligibility exceptions and concerns about adherence to the CYO Philosophy, Policies, Rules and Code of Conduct.

D. ATHLETIC ADMINISTRATION//CYO CLUB LEVEL:

For Non-CYO Clubs (Refer to Chapter IV, Section J, Non-Clubs).

1. UNDERSTANDING CLUBS & NON-CLUBS:

In 2001 the Archdiocese of Portland asked CYO and Catholic Charities to be responsible for their own insurance. At this time CYO reorganized and all Archdiocesan Schools became "Clubs" to be directly administered

by the CYO office. The relationship between CYO and Archdiocesan “Clubs” is different than the relationship between CYO and “Non-Clubs”.

Yearly background checks are required for all Club team coaches by CYO as CYO is responsible for all club coaches. A Non-Club may provide CYO with a document proving that their school carries sexual molestation insurance on their coaches and that they background check their coaches. Non-Clubs may choose not to have CYO background check their coaches if they perform these two duties, **but it must be done annually.**

A. What schools/parishes are considered CYO Clubs?

ARCHDIOCESAN SCHOOLS:

All Saints	St. Francis (Roy)
Blanchet	St. Henry
Cathedral	St. Ignatius
Christ the King	St. John the Apostle
Holy Cross	St. John the Baptist
Holy Family	St. John Fisher
Holy Redeemer	St. Joseph (Salem)
Holy Trinity	St. Matthew
The Madeleine	St. Pius X
Our Lady of the Lake	St. Therese
Queen of Peace	St. Thomas More
St. Agatha	St. Vincent de Paul
St. Anthony	St. Wenceslaus
St. Cecilia	Visitation
St. Clare	

B. What schools/parishes are considered Non-Clubs?

Franciscan Montessori Earth School (Franciscan Sisters)
 Our Lady of Lourdes - Vancouver (Archdiocese of Seattle)
 St. Andrew Nativity (Jesuit)
 St. Joseph - Vancouver (Archdiocese of Seattle)
 Valley Catholic (Sisters of St. Mary of Oregon)
 All Protestant Schools

E. CYO CLUB BOARD:

It is mandatory that all CYO clubs participating in the CYO organization have a CYO Club board. The board should aid their athletic director in facilitating athletic programs and to help maintain continuity in the CYO Club organization.

Suggested make up of the board is:

- CYO Club athletic director
- A representative of the facility
- Parents
- Coaches

The board’s duties should include, but are not limited to:

- Facilitate CYO Club program development and fundraising.
- Recruit and recommend the Club athletic director to the CYO Athletic Board.
- Serve as an advisory board in the development of policy for conducting CYO Club athletic programs.
- Select, monitor and evaluate their coaches.
- Monitor club compliance with CYO philosophy, policies, rules and regulations and Code of Conduct.
- Handle parent issues and concerns.
- Assist athletic director in execution of duties.
- Provide oversight of athletic director performance.
- Ensure that club has resources to meet equipment and uniform requirements.
- Meet athletic facility requirements.
- Complete, execute and submit all required CYO Club related documents.
- Implement Cash Management procedures in accordance with CYO guidelines.
- Provide facilities and site monitors.
- Assist the athletic director in evaluation and selection of all coaches.
- Meet with a CYO representative on an annual basis.

The names and term of office of the members of this board shall be submitted to the CYO office no later than June 30th of each year.

F. ATHLETIC DIRECTOR:

All CYO Clubs participating in the CYO organization must have an athletic director appointed/approved by the CYO Athletic Board. All CYO Club athletic directors must pass an annual background check.

The CYO Club athletic director will be an independent contractor representing CYO. The athletic director is the liaison between the CYO office and the CYO Club and coaches. The athletic director’s term shall be for at least 12 months beginning on July 1st.

The position of CYO Club athletic director requires a substantial time commitment CYO has determined that on the average a CYO Club athletic director will spend a minimum of 200 hours per year fulfilling their duties, thus, the CYO Club athletic board should take great care in the appointment of this individual.

Responsibilities of the CYO Club Athletic Director:

- To implement the CYO philosophy, rules and requirements at the CYO Club level.
- To implement and follow the policies and procedures in the current Athletic Directors’ Procedures Manual.

- c. To be knowledgeable of the contents of the current CYO Sports Manual.
- d. To meet regularly with Club Board **and submit minutes to CYO.**
- e. To attend all mandatory CYO meetings and if unable to attend, to appoint a representative from the CYO Club athletic board to attend.
- f. To inform the CYO Club of all CYO programs available to them.
- g. To secure the required CYO Club facilities:
 - 1. It is required that all CYO Clubs participating in volleyball must provide a minimum of .50 gym slots per week per team registered. The requirement for basketball is a minimum of .65 gym slots per week per team registered.
 - 2. Notify the CYO Director of Communication of the facility and times available no later than June 30th.
- h. To recruit qualified coaches for all teams.
 - 1. To gather information to facilitate the evaluation of all coaches.
 - 2. To supply CYO with a list of coaches and initiate the registration for those returning coaches and submit to CYO per the CYO Calendar.
 - 3. To enroll non-certified coaches in the CYO ASEP Certification Program and the Called to Protect Program.
 - 4. To submit a coaches roster to the CYO office by the registration date.
 - 5. **To make sure coaches have submitted all requirements and passed all certifications; including registering online (except football & cheerleading), background check online, ASEP, Called to Protect and Concussion Management Training before allowing them to work with the children.**
 - 6. To immediately inform the CYO Director of Communication of all coaching changes made throughout the year.
- i. To register teams:
 - 1. Determine the eligibility of all athletes and coaches; **if the child does not belong to your Club/Region, or live within your boundaries you must submit an Eligibility and Exception form to be approved by the Rules & Compliance Committee before you can allow the child to participate with your program in any capacity.**
 - 2. **If the Exception is denied then you should help facilitate that child to the proper location for them to participate.**
 - 3. **Team Registration forms must be printed out from your online “dashboard” and signed by the athletic director and the coach and submitted to the CYO office at the time of your registration appointment. (Does not apply to Football & Cheerleading).**
 - 4. **Gather all required information and submit with one payment at the time of your registration appointment.** Late registrations may not be accepted. *(Does not apply to Football & Cheerleading).*

- j. **Review CYO Club Cash Management Journals prior to them being submitted to the CYO office. (Refer to Chapter V, Procedures, Section D, CYO Club Accounts).**
- k. To acquire and maintain equipment, first aid supplies and uniforms as necessary.
 - l. To schedule practice times.
- m. To provide a gym/site monitor for all sport events scheduled at CYO Club facility and open gym/site 30 minutes prior to first scheduled sport event. (Refer to Chapter IV, Section I, CYO Site Monitors and Chapter VI, Section H, Site Guidelines for more information).
- n. To supervise coaches:
 - 1. To conduct a pre-season meeting with all coaches to discuss rules, procedures, certification requirements, schedule, practice times, uniforms, equipment and parents’ meetings.
 - 2. To provide a current National Federation Rule Book to all head coaches and a current CYO Sports Manual to ALL coaches.
 - 3. Should any coach violate a rule, immediately correct the problem and inform the CYO office of the violation.
- o. To handle and/or direct parent and coach comments and concerns.
 - 1. To inform coaches of CYO mandatory meetings and monitor their attendance.
 - 2. To inform coaches of ASEP Certification Classes.
 - 3. To inform coaches of the Called to Protect Certification requirements.
 - 4. To inform coaches of clinics, tournaments, deadlines, etc.
 - 5. **Ensure that all coaches have a pre-season meeting with the parents and go over the Concussion Management Training for parents & children and the CYO Code of Conduct.**
 - 6. To inform all coaches of the proper procedure for rule questions and concerns or protests. Rule questions and concerns or protests should be directed to the CYO Club athletic director.
- p. To file all Injury/Accident Reports in writing to the CYO office within 48 hours of the incident. (See Injury Report Form at the back of the book).
- q. To monitor coach/athlete/parent/spectator behavior. The CYO Club athletic director is responsible for the behavior of all participants (coach, athlete, parent/spectator) in the CYO organization. CYO expects the CYO Club athletic director to deal with participants who have demonstrated a behavior not in keeping with the CYO philosophy and the rules of the sport. CYO must be advised prior to the removal of any coach, athlete or parent from the club program. This will not preclude CYO from taking additional action as may be necessary to sanction a team, coach, athlete, parent/spectator or CYO Club organization.
 - 1. It is recommended that you hang a copy of the CYO Code of Conduct in your gym and email/hand out to the parents before each sport season begins.

- r. **To handle and/or direct any protests, referee and eligibility concerns, schedule conflicts and sport event issues to the Director of Communications.** (See Incident Report form at back of book.)
- s. To evaluate the CYO Club organization and the CYO organization through the CYO Athletic Directors Committee.
- t. To mentor new CYO Club athletic directors.

Should the CYO Club athletic director be unable or unwilling to perform the duties stated herein, the CYO Athletic Board with the recommendation of the CYO Rules and Compliance Committee may require the CYO Club athletic board to replace the athletic director.

G. **CYO VOLUNTEER COACH:**

The CYO volunteer coach must be fully informed of the CYO philosophy and goals for the athletic program and continually work toward their fulfillment.

Coaching in CYO is a privilege, not a right. The criteria for a qualified, certified coach is as follows: Must be at least 18 years of age to coach grade school teams and be at least 21 years of age to coach high school teams. Must complete all steps below:

1. Read, complete and sign the Volunteer Head or Assistant Coach Assignment Agreement (for every sport you coach).
 - a. **Coaches for all sports (except Football & Cheerleading) will need to complete a combined Agreement/Application through online registration.**
2. Read, complete and sign the Coaches Application (for first time CYO coaches only).
3. Must pass a CYO background check (submitted online through the CYO website at www.cyocampoward.org).
4. Must be ASEP certified; meaning you took the course or passed the online exam BEFORE you can register and/or coach a CYO team in practice or games.
 - a. ASEP classes are posted on the website calendar at www.cyocampoward.org.
 - b. Take the online course by linking through our website or directly at: http://www.asep.com/asep_content/org/CYOCHEM
5. Must be certified through CYO or your school/parish in "Called to Protect" BEFORE you can register and/or coach a CYO team in practice or games.
 - a. Classes will be offered daily **during the sport season** at the CYO Office. Please call 503/231-9484 to reserve a spot.
6. **Must watch the Concussion Management Training video, available on the CYO website, the CYO Office or your Athletic Director.**
 - a. **At the parent/player pre-season meetings you must inform parents and players of the signs and symptoms of a concussion injury and give them handouts.**

- b. **Must have every parent and player participating in CYO sign the Concussion Information Sheet and turn them into your Athletic Director before anyone can start practicing or playing.**
 - c. **Must immediately remove from practice/competition any athlete who is suspected of sustaining a concussion or head injury. Shall not allow an athlete who has been removed from play because of a suspected concussion/brain injury to return to play until the athlete has received written clearance from a licensed health care provider trained in the evaluation and management of brain injuries.**
7. CYO coaches must visibly wear their CYO badge around their neck to all practices and games.
 - a. Prior to each game, coaches will be checked for badges.
 - b. Games will NOT start until there is a CYO certified coach on the bench with her/his CYO badge.
 - c. A forfeit may occur if the coach does not have her/his CYO badge as specified above.
 - d. CYO badges cannot be transferred or reproduced. **Violation of this rule, may result in removal from the CYO program.**
 - e. A \$10 fee will be assessed for replacement badges and must be purchased through the CYO Office.
 8. **All Coaches that volunteer with CYO must have their own medical health insurance policy.**

A Coach understands that she/he serves at the pleasure of CYO administration and that CYO may cancel the "Agreement" at any time.

The Coach Assignment Agreement may be cancelled by CYO, through its agent at any time with or without cause. A coach serves a term that begins with the sport season and ends at the conclusion of that season. A coach may NOT assume to have her/his assignment renewed for the next season by the athletic director.

Only coaches who have met the above-mentioned CYO volunteer coach criteria BEFORE REGISTRATION and are listed on the team roster (as registered with the CYO office) as a coach are eligible to perform these duties during sport events; including practices and games. The rules for coach conduct, number of coaches allowed, etc. in the National Federation sport specific rule books also apply. A person not meeting the above conditions may NOT conduct herself or himself as a coach during any sport event, i.e. may not sit on the team bench, coach the youth, approach the sport official, etc.

A coach who demonstrates a disregard for the CYO Philosophy and/or the CYO Code of Conduct or is ejected from a sport event may be subject to CYO sanctions. (Refer to Chapter IV, Section K, Sanctions).

Responsibilities of the Head Coach:

- a. To attend the CYO Pre-season Coaches Meeting.
 - b. To conduct a pre-season meeting with parents & players.
 - i. **Go over the CYO Code of Conduct so that everyone understands what is expected of them at CYO events.**
 - ii. **Inform parents and players of the signs and symptoms of a concussion injury and what to do if their child has a concussion.**
 - iii. **Must have every parent and player participating in CYO sign the Concussion Information Sheet and turn them into your Athletic Director before anyone can start practicing or playing.**
 - c. To begin each sport event with the Team Prayer and the Pre-Sport Event Statement.
 - d. To have a current CYO Sports Manual and a current National Federation Rule Book and be knowledgeable of their contents.
 - e. To adhere to all the requirements of the current CYO Sports Manual.
 - f. To assist the CYO Club athletic director in fulfilling CYO eligibility requirements and direct all Eligibility Exceptions through the CYO Club athletic director.
 - g. **To make sure all participants have registered online with CYO, paid and that the Athletic Director is aware prior to the first practice.**
 - h. **To obtain the team/participant medical release listing from the Athletic Director, which contains Medical Treatment Consent and carry with you at all games and practices.**
 - i. To be aware of each participant's medical or travel restrictions.
 - j. To inform the Athletic Director of any changes to team roster; i.e., child or coach dropping out or if additional players/coaches need to be added. (Must be added by deadline or have CYO approval).
 - k. To be aware of each participant's medical or travel restrictions.
 - l. To be responsible for the return of all CYO Club equipment and uniforms issued to the participants under the head coach's direction.
 - m. To monitor her/his coaching staff, participants and/or parent's behavior and implement any needed corrective action under the direction of the CYO Club athletic director.
 - n. To teach fundamentals and protective skills for the sport.
 - o. To supervise:
 1. To be physically present during all activity related to practice and competition, whether coaching opposite or same gender teams.
 2. To specify locker room or team room expectations and remain in the general area until all athletes have departed.
 3. To only use assistant coaches as identified on the official Team Roster to assist at practices or sit with the team during athletic events.
 4. To supervise volunteers assisting at sports events.
 5. To inspect practice and game facilities, equipment and uniforms prior to activity for safety concerns.
 6. To deter unsafe or illegal execution of skills and within the rules of the sport.
 7. Match and equate athletes by maturity and development.
 8. To maintain adequate and accurate practice and contest records.
 9. To have practices planned in advance.
 10. To warn athletes and parents of the risks of the sport.
 11. To make sure a registered CYO coach is present until all children have been picked up from practice.
- p. Facilitate administration of first aid safety immediately, get witnesses when appropriate and report the injury to the CYO Club athletic director in writing within 24 hours of the incident. Do not allow the injured athlete to return to practice or competition without clearance by a medical professional. (See Injury Report form at back of book.)
 - q. To direct all communication to CYO through the CYO Club athletic director and **not the CYO Sports Director or the CYO office.**
 - r. To attend all required CYO meetings or have the assistant coach (as identified on the official Team Roster and registered with the CYO office) attend.
 - s. To complete all certifications as required by CYO.
 - t. To report sport event results:
 1. For volleyball and basketball, the winning coach is required to report scores:
 - Through the website at www.cyocampoward.org. Click on "score reporting" and then follow the instructions. You must submit scores before 10:00p.m. on Sunday (the day after your game) with the information as listed below.
 - Game/match number
 - Winning team/losing team
 - Score
 2. For swimming, the host coach is required to forward a copy of the meet results via Hy-Tek meet manager, backup export in an email to the Swim Director at the CYO office by the following Tuesday.

Responsibilities of the Assistant Coach:

- a. To adhere to all the requirements of the head coach as stated above.
- b. To assist the head coach in fulfilling his/her duties as described above.
- c. To perform the duties of the head coach in his/her absence in conformance with the requirements as stated above.
- d. To complete all certifications as required by CYO.

The CYO Intern Coach:

In order to provide opportunities for youth to participate in coaching and developing their skills, intern-coaching positions are allowed in each sport. All high school youth, ages 15 through 17, **who have registered online and agreed to the terms, submitted a background check (authorized by a parent/legal guardian), completed ASEP, Called to Protect for Youth and Concussion Management Training are eligible.**

Must visibly wear your CYO official intern badge around your neck at all practices and games. CYO badges cannot be transferred or reproduced. Any violation of this rule may result in removal from the CYO program.

The Intern Coach must be fully informed of the CYO Philosophy and goals of the CYO organization, be familiar with the requirements of the CYO Sports Manual and have a basic knowledge of the sport. A CYO Intern may not be left in charge or alone with a team during practice or games; this includes sitting on the bench by themselves during a game, without a head or assistant coach present.

Responsibilities of the Intern Coach:

- a. To work with the youth participants in the program under the direct supervision of the head coach.
- b. To adhere to all the requirements of the current CYO Sports Manual.
- c. To assist the head coach with the following:
 1. To enforce the Athletic Code of Conduct by monitoring the behavior of each participant and assist the head coach in implementation of corrective action.
 2. To teach fundamentals and protective skills for the particular sports.
 3. To assist at events by sitting with and participating as a member of the coaching staff.

H. CYO EVENT VOLUNTEERS:

Event volunteers may not take responsibility for youth participants.

The duties may include, but are not limited to:

Scorekeepers	Timekeepers	Concession Workers
Gate Crew	Line Judges	“Bull Pen” Workers
Chain Crews	Event Judges	Post Season Event Workers

CYO administrators should strive to recruit CYO participants’ parents and/or legal guardians to fulfill the role of event volunteer as all CYO participants’ parents and/or legal guardians have agreed to the Code of Conduct in the online Annual Permission Participant Agreement.

I. CYO SITE MONITORS:

CYO site monitor duties include but are not limited to the following:

1. Open facilities 30 minutes prior to the first game of the day.

2. Provide supervision at all times.
3. Mop Floor: wet mop at beginning of the day and dry mop (dust mop) between each game.
4. File all incident/accident reports in writing through your Athletic Director as needed and advise coach to also file report. Inform coaches of respective spectator and participant behavior. (See Injury & Incident Report forms at back of book).
5. Assist game officials, incoming teams, coaches and fans. Direct coaches and teams to the proper bench.
6. Facilitate continued movement of the games, start games on time.
7. Collect the CYO Official Scoresheets that are inadvertently left behind by game officials and submit to the athletic director.
8. Handle complaints as needed.
9. Be aware of location of first aid kits with ice packs and blood born kits and properly clean up for any blood on the floor.
10. Inspect facility as required by the facility provider; this includes halls, bathrooms and playgrounds.
11. Follow posted clean up duties as required by the facility provider.
12. Check to make sure all doors are locked to all areas; and that locker rooms, bathrooms, bleacher rooms are clear before securing the facility.

J. NON-CYO CLUBS: ORGANIZATIONS THAT ARE NOT CYO CLUBS MUST MEET THE FOLLOWING CRITERIA:

1. Must be a CYO approved non-profit institution, possessing an IRS 501 (c) Certificate.
2. Must have an athletic board, consisting of 4 or more individuals from the organization.
3. Must appoint an athletic director who shall be responsible for fulfilling all of the responsibilities of a CYO Club athletic director as outlined above in this section with the following exceptions:
 - a. They are not an independent contractor representing CYO, but rather a representative of the participating organization.
 - b. They are not required to complete the Cash Management Journals and report financial transactions of the organization to CYO.
4. Must provide CYO with a Certificate of Insurance for the liability requirements of all coaches prior to participating in any CYO events. The organization may purchase coach’s liability insurance from CYO in lieu of this requirement.
5. The coaches representing the organization shall be responsible for fulfilling all the responsibilities of the CYO Volunteer Head, Assistant or Intern Coach, as outlined above in this section. They must submit all required components: register online by reading and agreeing to the terms and conditions for every sport/grade coaching, submit background check online and complete ASEP training and Called to Protect Training. (Refer to Chapter IV, Section D, Understanding Clubs and Non-Clubs for detailed information on background checks).

6. The participant and parents must follow all rules and regulations, as outlined in the current CYO Sports Manual.
7. To provide facilities as required by CYO.
8. The organization is not required to:
 - a. Report financial transactions to CYO or complete Cash Management Journals.
 - b. Pay individual participant fees.
 - c. The organization shall pay all CYO administrative fees as required including ASEP, background checks etc.

K. **SANCTIONS:**

CYO is a private religious organization and as such may exclude those whose conduct is detrimental to the goals and objectives of the organization. CYO has a self-monitoring system, whereby the CYO athletic director will be responsible for overseeing CYO programs, policies and philosophies. Within the CYO spirit and in an effort of fair play for everyone, the level of sanctions will be determined on a case-by-case basis.

Participation in CYO is a privilege, not a right. All coaches, participants and parents have signed agreements (Coach Assignment Agreements and the Annual Permission and Participation Agreement). A coach understands that he/she serves at the pleasure of CYO administration and that CYO may cancel the Agreement at any time. Coach Assignment Agreement may be cancelled by CYO, through its agent at any time with or without cause. Further, participants and parents have agreed in these executed agreements to abide by the CYO Code of Conduct.

Participation in CYO activities may be immediately suspended until an Inquiry. The CYO Rules and Compliance Committee may impose permanent sanctions for rule/policy violations after the Inquiry. These decisions may be appealed to the Executive Board, who may or may not grant the appeal.

If a coach or player receives a technical foul for unsportsmanlike conduct, (i.e. abusive language or unsportsmanlike acts), or is ejected from the game, the offending individual will receive at least, a one game suspension.

If a coach or player is ejected from a game, the offending individual must leave the gym immediately. If there is not a certified CYO coach available for the remainder of the game, the game will be stopped and forfeited.

The person cited (for either infraction above) must initiate contact with the CYO office and set up a meeting with the CYO Sport Director, CYO Executive Director and/or 2 members of the CYO Rules and Compliance Committee, before being reinstated to participate in CYO games or practices. Meetings will be held during the regular CYO business days, not on weekends.

The range of sanctions will be determined by the seriousness of the infraction, self-reported versus reported from another source and the correction of the infraction. Sanctions may include, but are not limited to; forfeiture of games or ineligibility to participate in post-season championship events. (Refer to Chapter V, Section G, Forfeitures), probation or suspension of the coach and/or CYO athletic director, disbanding of the team or the offending CYO athletic organization being put on probation or suspension.

A. **REGISTRATION:**

Online registration information will be discussed with the CYO athletic directors prior to each sports season. Teams will be admitted to the program when the completed forms and fees are returned to the CYO office on or before the registration deadline as outlined below. **All participants and coaches are required to have a health insurance policy before they can participate with CYO.**

The CYO athletic director or his/her designate must turn in all registration materials. Each sport is given a minimum of 4 days to submit team registration forms and supporting paperwork. Team registration is by appointment only. Late registrations may not be accepted. If accepted, a late fee may be assessed.

Registration forms to be turned in must include:

1. **Team Roster printed from online dashboard; including all registered participants and coaches.** (Refer to Sport Specific Section to determine minimum number of participants to form a team).
2. **One check for all fees payable to CYO due at time of registration.**
3. Exception Request form, completely filled out and signed by all parties, plus a boundary map, showing the exception players location must be submitted with registration forms if applicable. (The youth may not participate in CYO athletics, including practices and games until the request has been approved by the CYO Rules and Compliance Committee. You will be notified of the decision from your athletic director).

Participants may be added to the roster through the Wednesday before the first game/match/meet of the league season, **as long as the participant has completed registration online.** The Athletic Director must bring in the amended Team Registration form showing all participants and payment to the CYO office before 4:00p.m. on that Wednesday. Faxed forms are not acceptable!

Any request to add a participant after the beginning of the league season will be treated as an exception. The request must be made on the Eligibility Exception form and submitted to the CYO Rules and Compliance Committee through the CYO office. **The request must include the amended Team Roster form showing the child has registered online.**

All participants must register online (or through the Athletic Director) and agree to the terms of the CYO Annual Permission Participation Agreement, the CYO Code of Conduct and the Concussion Management Training prior to the participating in any CYO activity.

Any youth participating as an exception to the Player Eligibility Category (Refer to Chapter VI, Section A, Player Eligibility) must register online and agree to the terms of the Annual Permission Participation Agreement and the CYO Code of Conduct, have submitted the Eligibility Exception form and a boundary map and have proof of approval by the CYO Rules

& Compliance Committee from your Club Athletic Director together prior to their participating in any CYO activity including practice.

Any changes to the coaching staff after a sport season has begun must be cleared by the CYO office. The Athletic Director must submit the amended Team Roster form showing that the coach has registered online and completed all certifications. They must receive their official coaches badge prior to performing any coaching duties.

B. FORMS:

1. GYM AVAILABILITY SPREADSHEET:

Athletic Directors work with the facility managers to complete the gym availability form. This shows CYO the dates and times that sports events may be scheduled in gymnasium/facility and is due in the CYO office by June 30th. (Refer to Chapter IV, Athletic Administration, Section F.g. 1 & 2 for minimum gym time requirements).

2. COACH FORMS ONLINE:

CYO Coach Application (first time coaches), CYO Volunteer Coach Assignment Agreement (once per sport) both of which are included in the online registration, CYO Background Check Authorization online (once per school year) must be submitted prior to the coach working with the youth.

3. TEAM REGISTRATION FORM ONLINE:

This form specifies the sport, grade/age level, provides coaches' information for background checks, team evaluation for league placement and the team roster.

4. ANNUAL PERMISSION/PARTICIPATION AGREEMENT FORM ONLINE:

This form is the parent/legal guardian release for the youth to participate in CYO Athletics.

5. INDIVIDUAL PARTICIPANT REGISTRATION FORM ONLINE:

This is the participants' Sport Specific Registration form. Make sure to mark which sport you are playing. (Pertains to CYO Football & Cheer).

6. ELIGIBILITY EXCEPTION REQUEST FORM:

This form is for participants not meeting eligibility requirements. (Refer to Chapter VI, Section A, Player Eligibility).

C. FEES AND PAYMENTS:

Each CYO Club is to turn in one check for fees from their club account with team registration. Non-Clubs may be billed if requested. CYO teams will be billed by the CYO office for participation in any pre-season and/or post-season events on a monthly basis. The minimum number of participants required to constitute a team, as specified in the sport specific section, must be paid. All fees for high school programs must be paid at time of registration and the head coach is responsible for collection of all fees.

Refunds: There will be no refund of fees after CYO has accepted a registration. A refund of the fee, less the deposit, will be granted in football

and cheerleading prior to equipment and uniform checkout date. Athletic directors may elect to refund fees exceeding the CYO organization fee.

D. CYO CLUB ACCOUNTS:

The CYO Club treasurer is to keep the banking records of the Club in the format prescribed by CYO. **The treasurer shall reconcile and submit all bank statements from September - June as a preliminary financial review no later than June 30th.** The secretary, together with the athletic director, shall sign all purchases of the Club. The secretary and the athletic director shall jointly record and deposit all Club funds. Annually, the treasurer shall prepare a budget. **The second and final accounting of the Club's financial activity for the athletic year must be submitted to CYO no later than September 30 of each year in the format prescribed by CYO. Please contact the Business Director after you have received your August statement to turn in your final review.**

E. SPORT EVENT OR EVENT CANCELLATIONS:

Definition: A cancellation is when CYO makes the determination that an event will not take place.

1. If inclement weather or other circumstances present a question as to whether a sport event or event will take place, check the main page of the CYO website at www.cyocamphoward.org.
2. Any sport event or event cancelled by the CYO office due to weather will not be rescheduled unless time, facilities and officials are deemed available.
3. **No family should attempt to travel to a CYO event if they do not feel safe.**

F. SPORT EVENT OR EVENT POSTPONEMENTS:

Definition: A postponement occurs when CYO is unable to have an event on the date and time or in the location, but anticipates rescheduling this event. Any sport event or event postponed by CYO due to lack of officials or a change in gym availability will be rescheduled at a mutually agreeable time.

G. FORFEITURES:

Definition: Forfeiture occurs when a CYO team is unable to field a team for a specified sport event at the scheduled time.

1. **If a coach knows in advance that they will not have enough athletes for a scheduled sport event, you must notify the CYO Sport Director by phone as well as the opposing coach. The team canceling the event will forfeit.**
2. Teams may not use an ineligible athlete(s). Any team notified that there is an ineligible athlete on their roster must remove that person from their team immediately or all remaining sport events will be forfeited. All sport events the ineligible athlete participated in will be forfeited.
3. Any time a coach refuses to continue a sport event because of dissatisfaction with the rulings of a sport event official, the sport event

may be forfeited and the head coach may be subject to suspension from further participation in CYO activities.

4. In the event of a sport event forfeiture by one of the scheduled teams, the opposing team may utilize the field or court for practice if they so desire.
5. A team that forfeits a game may be assessed a charge that is equivalent to 1 week of the opposing team's fee.
6. A team that forfeits a tournament event shall be charged for both their and the opponent team fees.

H. INJURIES//ACCIDENTS:

All injuries and/or accidents requiring professional medical attention that occur during a CYO sport event or outside event, of which CYO was notified that a particular team was participating in and filled out the Event Notification form (See Event Notification form at back of book) MUST be reported by the CYO team athletic director(s) to the CYO office in writing within 48 hours of the incident on the Injury Incident Report form. (See Injury Incident Report form at back of book).

Any youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time.

A youth athlete who has been removed from play MAY NOT return to play until the athlete is evaluated by a licensed health care provider, trained in the evaluation and management of concussion and receives a written clearance to return to play from that health care provider.

I. SPORT EVENT RESULTS:

1. For volleyball and basketball, the winning coach is required to report results as follows:
 - Through the website at www.cyocamphoward.org. Click on "score reporting" and then follow the instructions before 10:00p.m. on Sunday, (the day after your game) with the information as listed below.
 - Game/match number
 - Winning team/losing team
 - Score
2. For swimming, the host coach is required to forward a copy of the meet results via Hy-Tek meet manager, backup export in an email to the Swim Director at the CYO office by the following Tuesday.
3. Scores reported will be kept throughout the season solely to help determine teams' qualification and seeding for end of season sport events. Determination of seeding is made by the appropriate CYO Athletic Commission.

J. TOURNAMENT//JAMBOREE//CHAMPIONSHIP EVENT REGISTRATION:

Post-season championships and jamboree events are "Invitation Only." (Refer to Chapter VI, Section C, Event Registration). Event registration forms and deadlines will be provided to CYO athletic directors and coaches at the mandatory pre-season meeting. It is the responsibility of the coach to register his/her team with his/her athletic director prior to the deadline. Coaches are to submit the registration form to the athletic director.

K. COMMENTS//CONCERNS//COMPLAINTS:

Any coach, athlete, parent or spectator can make a comment, voice a concern, or register a complaint on situations concerning rules, officiating, playing conditions, etc. It MUST be submitted in writing through the CYO Club athletic director within 3 days of the incident.

1. Volunteer Administration: (administrated by the CYO Executive Board)
 - Issues of specific sport rules, regular season and tournament seeding should be directed to the specific CYO sport commission.
 - Issues of policies, Club organization or CYO Sports Manual should be directed to the CYO Athletic Board.
 - Issues regarding coaches, participants, spectators or eligibility should be directed to the CYO Rules and Compliance Committee.
2. Staff Administration: (administrated by the CYO Executive Director)
 - Issues of administration, registration, communication, club requirements, commission meetings or website should be directed to the CYO Communications Director.
 - Issues of insurance should be addressed by the Director of Insurance at the CYO office.
 - Issues of schedules, tournaments and facilities should be directed to the team CYO athletic director who shall forward to CYO Communications Director.
 - Issues of officials shall be directed to the CYO Communications Director who shall forward to the CYO Director of Officials.

Resolution of an issue will be forwarded to the team CYO athletic director.

L. OFFICIALS//REFEREES:

1. The CYO Director of Officials schedules officials.
2. If no official(s) appear, please contact the Director of Officials at **(503) 206-7990**. It is recommended that the sport event not be conducted if no officials are present.
3. Game officials must file a report on the back of the Official Scoresheet for any violation of the CYO Code of Conduct; including technical fouls or ejections of a coach, athlete, parent or spectator from a sport event.

4. The official must contact the Director of Officials at the CYO office within 24 hours to report the incident.
5. When addressing complaints regarding officials by a coach, participant, spectator and/or parent the complaint must be directed through the head coach, who shall submit the complaint to the teams CYO athletic director. The complaint must be in written form and contain the following information:
 - The date,
sport event number
location of the sport event and then
details regarding the specific problem.
6. Officials, who wish to direct a complaint, may do so in writing on the CYO Official Scoresheet.

M. REPORTING HARASSMENT OR DISCRIMINATION:

If you believe that you or any other individual has been subjected to discrimination, including sexual or other forms of harassment, you should immediately notify the CYO/Camp Howard Executive Director. CYO takes such complaints extremely seriously and investigates promptly so that appropriate corrective action can be taken to eliminate any unacceptable conduct.

It is critically important to the success of our programs that all individuals feel free to come forward with any complaints or concerns regarding inappropriate conduct. Retaliation against anyone who, in good faith, makes a complaint or provides information concerning a complaint is forbidden in the strongest possible terms. If you believe that your complaint or concern has not been handled properly or that you have been subjected to retaliation for making a complaint, you should notify the CYO/Camp Howard Executive Director.

A. PLAYER ELIGIBILITY:

It is important to realize that the CYO athletic program has been created to offer youth an opportunity to compete in sports while stressing traditional Christian values. Families support the activities with volunteer time and money. We are interested in maintaining a fair and even playing field and have general expectations of all who participate in the program. It is expected that youth who attend a particular Catholic school or parish will compete for that school or parish team unless that school or parish does not have a team. In that case the youth should explore playing up a grade. In the event that the sport is not offered, the youth should look to the geographically closest school or parish that does offer that sport. When a participant is granted an exception to leave their school or parish then they are required to return to their school or parish if that sport or team does form at any time in the future. When a youth is required to return to their school or parish and attends a church in a different parish, they are expected to make a choice as to which team they will participate with and then stay with that school or parish team. They may not change back and forth unless the school or parish team they have selected does not offer a particular sport they want to participate in.

Children that attended a Catholic School last year and now attend public school, will have the option of participating for that same Catholic School however, you are still required to fill out an Eligibility and Exception form and have it processed through the Club Athletic Director to Rules & Compliance for approval.

All eligibility cases must be written on the Eligibility and Exception form, required signatures must be gathered and the form must be submitted with a boundary map showing the participants location, through the athletic director to the CYO office. All Eligibility and Exceptions must be approved in writing prior to the participation of the youth on a team (that includes practices). All decisions in regard to Eligibility and Exceptions will be made by the Rules and Compliance Committee, not the CYO staff. **Once a decision has been made the Club Athletic Director will be notified.**

1. CATEGORY:

- Youth attends a Catholic school or is an active, participating member of a Catholic parish.
- High school, football and cheerleading participants must meet additional eligibility requirements outlined in the sport specific rule section of this manual.
- Any youth not meeting the above criteria will be treated as an "Exception" and must be presented to the CYO Rules and Compliance Committee in accordance with the policy in Paragraph A.3 of this Chapter. (Non-CYO Club participants refer to Subsection 2.h).

2. IN ADDITION:

- a. Youth must play for the CYO Club geographically closest to their school or parish.
- b. All youth meeting the CYO eligibility requirements are to participate in CYO athletic programs without cuts.
- c. Youth requesting consideration under the American Disabilities Act should be aware that CYO is exempt under Title 3. CYO, after assessment from the information provided by the participants medical provider, will give the youth the opportunity to participate with accommodation in the CYO Program. The parent/guardian shall facilitate and pay for the CYO required information. The parent/guardian shall pay the cost of the CYO accommodations.
- d. Youth may participate on another community-sponsored team (including practices and/or games) and will be eligible to participate in the same CYO sport in the season as long as that alternate participation does not affect the player's availability for CYO practice and games. EXAMPLE: community-sponsored teams including those sponsored by school districts, park departments, private clubs, private individuals, commercial firms, AAU and the like.
- e. The number of "Exception" players per team is limited as follows:

Volleyball - 2 youth	Swimming - 25% of team
Basketball - 2 youth	Track & Field - 25% of team

If a team requires more than the allowed amount to field a team, they may NOT be eligible for post season tournaments/championships. Your eligibility will be determined by the Rules & Compliance Committee.

- f. For football, cheerleading, volleyball and basketball youth must participate in at least 75% of the CYO sport specific events excluding post season and non-league events. For track youth must have qualifying time from a regular season meet. For swimming youth must participate in a minimum of 2 regular season meets. Failure to meet the above standards will result in the youth not being eligible to participate in post-season championship events. Participation in another CYO sport event is an exception to the above. (Example: youth participating in both basketball and swimming and had simultaneous sport events can only participate in one event. They will not be penalized for the event they did not participate in).
- g. **Participants must register online or through their athletic director and agree to the terms and conditions of the Annual Permission and Participation Agreement, the CYO Code of Conduct and the Concussion Management Training.** The CYO athletic director must be notified prior to participation in any CYO program.

- h. Non-Club teams: CYO reserves the right to admit non-profit institutions possessing an IRS 501c3 Certificate teams providing they comply with the eligibility requirements set down by CYO.

3. ELIGIBILITY EXCEPTIONS:

All exceptions to the eligibility criteria must be approved each sport season in writing prior to youth participating with the team. This must be accomplished by submitting a detailed, written request on the Eligibility Exception Request form, with a boundary map showing the participants location, through the CYO athletic director, to the CYO office. The CYO Rules & Compliance Committee will make all eligibility determinations. Once a decision has been made, your Athletic Director will be notified. There is no guarantee that if an exception was approved in previous years that it will be approved again.

a. Goals of Player Eligibility Exceptions:

- i. To honor and respect Club and Non-Club organizations geographical boundaries so that participant populations have an equal opportunity to compete at equal levels.
- ii. To provide a format of facilitating youth to participate in the CYO organization without the intent of "stacking teams" or "recruiting more skilled players" with a focus of winning.
- iii. To accommodate participants of a CYO organization that does not offer a particular CYO Sport to participate at another CYO organization offering that same sport.
- iv. To acquaint youth and parents who are not members of the CYO organization that may not otherwise have participated in the CYO community, an opportunity to understand, appreciate and participate in the benefits of CYO.
- v. To allow CYO organizations to complete roster requirements.

b. Criteria:

- i. Youth must attempt to play for the CYO organization geographically closest to their CYO organization.
- ii. When this does apply:
 - a. The athletic director from that CYO organization geographically closest must agree to waive rights to the CYO organization accepting the participant. (This does NOT automatically guarantee that your exception will be approved).
 - b. The accepting CYO organization must demonstrate that a beneficial connection exists between the proposed participant and the requesting CYO organization.
- iii. The CYO organization team requesting the exception does not compromise the requirement of the number of exception players permitted.

B. TEAMS:

1. Cadet division athletes may not participate in the cub division or at the high school level.
2. Cub division athletes may participate in the cadet division if there is no cub division team for them to play on within their CYO program as long as they only move up one grade level and upon written permission of the Rules and Compliance Committee. **An Exception and Eligibility form must be submitted and approved before they can participate.**
3. Football and Cheerleading use grade designations (See Team Composition in the Football and Cheerleading Sport Specific Rules).
4. If there is more than one team per grade/division in the same sport entered from a CYO organization BOTH the coaches and the CYO athletic director will need to specify which team will be which school color i.e. school colors are green and white - one team will be called green, one white or use the coach's name for the identifier.
5. Athletes for a particular sport may participate on one team only and cannot transfer from one team to another.
6. Athletic directors must also specify which coach will be coaching which team.
7. A coach who is the head coach for more than one team during a sport season must have an assistant coach for each team.

C. TOURNAMENT//JAMBOREE//CHAMPIONSHIP EVENTS:

All tournament, championship and jamboree events are "Invitation Only" and not part of the regular season. Invitations will be extended to teams that have complied with CYO philosophy, policies, procedures and guidelines.

League records aid in the seeding of the event which is done after the 6th week of the regular season. A player, coach, team or athletic program may be excluded from participation in any of these events. CYO coaches must be completely certified; including ASEP, Called to Protect, background check and **registered online** to be eligible to participate in any of these events.

The CYO Rules and Compliance Committee may impose this sanction for violations involving players, coaches and teams to protect the integrity of the organization. (Refer to Chapter IV, Section K, Sanctions).

D. COACHES CERTIFICATION REQUIREMENTS:

Each year more than 10 million young people participate in interscholastic and club sport programs in the United States. The value these athletes ascribe to their experiences and the safety of their participation depends largely on the quality of the coaching they receive.

1. ASEP (AMERICAN SPORT EDUCATION PROGRAM):

CYO and the National Federation of State High School Associations selected the American Sport Education Program's (ASEP) Leader Level Sport-Coach courses as their coaching education program. CYO and ASEP help coaches at all levels provide safe, high quality sport experiences for their athletes.

ASEP courses are taught by CYO staff members from August through April. These courses last 2.5 hours. You may sign up with the CYO office by calling (503) 231-9484. Dates and locations for the courses are listed in the CYO calendar which you can find on our website at www.cyocamphoward.org.

For your convenience, the ASEP course is now available online. Go to the website and click on the link to be directed to the ASEP course or go directly to http://www.asep.com/asep_content/org/CYOCH.cfm. You will need to pay a \$35 fee by credit card.

You need to inform your Athletic Director when you have completed this course, so they can make sure you get registered and receive a badge.

2. CALLED TO PROTECT:

CYO has partnered with the Archdiocese to stop sexual abuse. In doing so, ALL coaches within CYO are required to be certified in the "Called to Protect" program. CYO will accept certification through your school or parish; or you may take the course at the CYO Office. **Check the CYO website under "Coaches" then "Called to Protect" for class schedules. You must reserve a spot with the CYO office. Space is limited so plan ahead. Classes are subject to change.**

All coaches are to be certified through the ASEP program and the Called to Protect program BEFORE coaching in practice or games and BEFORE you can be officially registered with CYO. CYO Club athletic directors will be supplied with a list of their ASEP certified coaches at the Spring Athletic Directors Meeting. If you have been certified in ASEP through another organization you must provide proof through your athletic director prior to the coaching season.

3. CONCUSSION MANAGEMENT:

Washington State Law passed House Bill 1824 which will affect anyone who participates in youth sports in the State of Washington, therefore CYO must implement this requirement for all CYO participants, parents and coaches.

As a coach you are required to watch the Concussion Management video available online at waa.com/lystedt/default.htm, at the CYO Office or through your Athletic Director and become educated in

the nature and risk of concussion or head injury prior to the first practice/competition. This education shall include signs and symptoms of concussion/brain injury.

At the parent/child meeting you are required to have all athletes and parents/guardians sign and return an information sheet relating to the nature and risk of concussion or head injury. This information sheet shall include signs and symptoms of concussion/brain injury.

E. BACKGROUND CHECKS:

Background checks will be performed every year on all coaches (head, assistant and intern) and CYO Club athletic directors. **They must be submitted online through the CYO website.** The CYO Club athletic director and/or the applicant coach will be notified if an applicant is ineligible to participate in the CYO organization. Permission to coach or be a CYO Club athletic director within the CYO organization requires successful completion of a background check. An individual permitted to participate in the CYO organization is responsible for notifying CYO of any change in background information that might render them ineligible for CYO service. A fee is billed to the CYO team organization for this service.

F. PARENT//PLAYER//COACH MEETING:

It is mandatory that each coach conducts a parent/player/coach meeting prior to the start of the sport season. **You are required to go over the CYO Code of Conduct and the New Concussion Management Training at length. (Refer to Chapter III, All Sections). You must also handout the concussion information sheet to parents/children and have them sign the forms and return them to your Athletic Director before anyone is allowed to participate.** Parents play an important role in CYO athletics. The coaches' role in dealing with parents is very important to the success of the program. If parents are uninformed of the basic philosophy and goals of the CYO organization a number of problems can occur. **The purpose of this meeting is to make everyone aware of the signs and symptoms of a possible concussion or head injury** and to improve parents' understanding of CYO athletics, to enable parents to become acquainted with the coach, to inform parents about the specifics of the program and their role and responsibilities. She/he is also there to establish communication between parents and coaches. A pre-season meeting is the key to reducing chances of an unpleasant coaching experience. Information for planning and conducting effective parent/coaches meeting is available through the CYO athletic director. Refer to the CYO Athletic Director Procedure Manual; Parent Meeting Agenda. The completed mandatory meeting checklist must be turned in to the CYO athletic director.

G. SPORT EVENT OFFICIALS:

1. If a coach or spectator has a specific complaint about an official, either youth or adult, notify your teams CYO athletic director in writing **who**

will then submit to the CYO Director of Communication (Refer to Chapter V, Section L, Officials//Referees).

2. Spectators shall not confront the officials regarding any matter before, during or after a sport event.
3. It is the responsibility of every official to report on the Official Scoresheet any violation of the CYO Code of Conduct; including coach misconduct, technical fouls or the ejection of a coach, athlete, parent or spectator from a sport event within 24 hours to the CYO Director of Officials.

H. SITE GUIDELINES:

CYO is grateful to those who have permitted CYO the use of their facilities during its athletic season for sport events. The CYO, in turn asks that the coaches, athletes, parents and other spectators strictly adhere to the posted facility rules and the following guidelines:

1. Coaches must accept full responsibility for their athletes, **parents and spectators** the entire time the team is at the facility.
2. No street shoes are allowed on the playing surface. Athletes must carry their playing shoes into the gym. Wearing only clean and dry gym shoes will help keep the floors in good condition.
3. Classrooms, hallways and other parts of the building are off limits unless specified otherwise.
4. Parents and other spectators must closely supervise their children and not allow them to roam freely or use any recreational apparatus in the building and on the grounds.
5. No artificial noise makers of any kind will be allowed at all CYO contests.
6. CYO Club athletic directors must take whatever action necessary in the enforcement of the above rules.

I. EQUIPMENT:

1. Each CYO organization is responsible for providing all the necessary equipment needed for its teams: both for practices and sport events.
2. All teams must have a first-aid kit, including ice packs and blood borne pathogen kit immediately accessible at practices and in the coach's area during sport events.
3. A list of sport specific equipment is provided in each sport section of this manual.

J. UNIFORMS:

Uniforms shall conform to the sport specific rules as specified in the current National Federation Rule Book for that sport. Any uniforms provided by any CYO Club must be returned prior to the youth participating in any other CYO athletics.

K. INSURANCE:

Coach, athletic director and participant insurance: CYO requires that all volunteer coaches, athletic directors and participants have a primary medical insurance policy. Anyone without insurance will not be allowed to participate in the CYO program. The CYO organization does not provide medical coverage or Workman's Compensation Insurance for the above individuals. Participants should be aware of their risks of the sport and their parents and/or legal guardians acknowledge these risks and indicate their coverage of primary medical insurance by their execution of the CYO registration.

L. CYO EQUAL OPPORTUNITY//ANTI-HARASSMENT//SEXUAL HARASSMENT//CODE OF CONDUCT POLICY:

Equal Opportunity. The Volunteer shall abide by the policy stated: One of the CYO core objectives is to maintain an environment in which each individual can achieve his or her full potential without discrimination or harassment based on race, gender, national origin, age, religion, sexual orientation, marital status, disability, veteran's status, or any other status or characteristic protected by state or federal laws. Our practices and policies are intended to impress upon each individual the seriousness of this commitment and to strongly encourage CYO employees, coaches, athletic directors, volunteers, youth participants and any other individuals employed by or involved in CYO sponsored programs to promptly report any conduct that they perceive to be discriminatory or harassing in nature.

Sexual Harassment: Like other forms of unlawful harassment, sexual harassment is a violation of state and federal law and is strictly prohibited. While sexual harassment is sometimes difficult to define, in general, individuals should be aware that during the time they are representing CYO, sexual conduct or conversation is inappropriate. In addition, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that may be offensive or intimidating to others are strictly forbidden. Sexually harassing conduct may be in the form of physical or verbal conduct, including inappropriate touching or gestures, or comments of a threatening, intimidating, demeaning or belittling nature (even if intended as sarcasm or a joke).

Conduct meets the legal definition of sexual harassment where:

- Submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a program;
- Submission to or rejection of sexual conduct influences employment or other decisions affecting the individual;
- Or sexual conduct or language interferes with an individual's performance (work or otherwise) or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur in a variety of circumstances. Here are some things to remember:

- A male as well as a female may be the victim of sexual harassment and a female as well as a male may be the harassing person;
- The victim does not have to be of the opposite sex from the harasser;
- The victim and the harasser may be peers or may be at different levels or have different roles in the organization;
- The victim does not necessarily have to be the person at whom the unwelcome sexual conduct is directed;
- The victim may be someone who is affected by the harassing conduct, even when it is directed toward another person, if the conduct creates an intimidating, hostile, or offensive working environment for the coworkers or interferes with the coworker's work performance;
- It may be repeated actions or just a single incident if it is serious.

Individuals should be aware that no athletic director, employee, officer, coach, volunteer or participant of any CYO program, no matter what position he or she holds, has the authority to engage in sexually harassing conduct or to condition any term or condition of employment or program participation on submission to any sexual conduct.

What to do if you feel Discrimination or Harassment has occurred: If you believe that you or any other individual has been subjected to discrimination, including sexual or other forms of harassment, you should immediately notify the Executive Director. (Refer to Chapter V, Procedures, Section M, Reporting Harassment or Discrimination for more information).

M. CODE OF CONDUCT:

It is critical for all of us to remember that our organization exists to provide opportunities for all youth to participate in activities under conditions that are safe and enjoyable and to promote Catholic/Christian values. Any conduct that interferes with the ability of a CYO employee, coach, athletic director, volunteer, or youth participant to facilitate or participate in these opportunities, including harassing or other discriminatory conduct, is detrimental to every one of us and to the organization as a whole. Consequently, CYO's policy requires more than just obeying the law.

It requires that individuals at all levels of our organization conduct themselves with respect for the dignity of others in their role with CYO. The Code of Conduct Policy is further discussed in Chapter III of this Sports Manual beginning on page ten. Coaches and parents are encouraged to discuss this policy and CYO's expectations for appropriate conduct with participants. Any employee, coach, athletic director, volunteer or participant who engages in harassing, discriminatory or other objectionable behavior is subject to consequences for their actions.

For employees, these consequences may include appropriate disciplinary action, including immediate termination from employment. For coaches, athletic directors, volunteers and participants, consequences may include

termination of the individual's relationship with CYO and removal from the program.

N. USE OF CYO NAME:

The "CYO" name can only be attached to a CYO sanctioned sports event. CYO reserves the right to sanction or not sanction an event. **You must meet with the Executive Director to discuss and receive written permission to sponsor a CYO sanctioned sports event.** An Event Notification form should be filled out and submitted to the CYO Director of Communications, prior to the event. (See Event Notification form at back of book). Refer to Chapter VI, Q, CYO Club Activities/Fundraising for more information.

O. USE OF LOGOS:

The CYO Rules and Compliance Committee prior to use must approve all CYO Club logos. CYO has sport specific logos that can be customized with the team name.

P. USE OF WEBSITES:

No CYO team may use an Internet site without the approval of the CYO Rules and Compliance Committee.

Q. CYO CLUB ACTIVITIES//FUNDRAISING:

All CYO Club activities outside of the general practice and games must be pre-approved by the CYO office prior to the event on a CYO Event Notification form. (See back of book for this form). As carriers of the CYO Club liability insurance, CYO reserves the right to approve or disapprove of activities. Activities not registered with a CYO Event Notification form prior to the event will NOT be considered a CYO activity. Forms should be filed with the Director of Communication. Some events may require a CYO waiver. Examples: Non-scheduled scrimmages, sport clinics, camps etc., events involving travel.

CYO WILL NOT BE RESPONSIBLE FOR ANY ACTIVITIES INVOLVING THE SALE OR USE OF ALCOHOL.

R. SCHEDULES:

Schedules will be distributed at the mandatory coaches meetings. Schedules will be E-mailed to all CYO athletic directors and posted to the website after the coaches meeting.

CYO makes every effort to inform all parties regarding any schedule changes. It is a coaches responsibility to check the website weekly, before games during the season to see if any changes have been made. Reasons for changes that are out of CYO's control may be due to last minute gym availability conflicts including but not limited to funerals, water pipe break etc.

Co-ed 1st & 2nd Grade Boys & Girls

DIVISION: 1st & 2nd Grade Co-ed Basketball

All CYO basketball teams will play according to the current guide of the National Federation High School Basketball Rules, unless otherwise specified in this manual.

COACHES: All coaches should be advised that Rule 2, Section 2, Officials Jurisdiction, Articles 2, 3 and 4 and Rule 10, Section 4, Bench Technical Articles 1, Section 5, Coaches Rule, Articles 1 and 2 of the National Federation High School Basketball Rules will be strictly enforced.

PLAYERS:

1. All teams will play a 5 player game. Suggested team size is 10 to 12 players. A minimum of 10 players must be on the Team Registration form. All players must meet eligibility requirements.
2. Any player who attempts to strike another player, official, coach or spectator, while in the facility or on the premises of the facility, will be ejected from the game and future events until meeting with the Rules and Compliance Committee. The person cited must initiate contact with the CYO office to set up a meeting with the CYO Sport Director, CYO Executive Director and/or 2 members of the Rules & Compliance Committee before being reinstated to participate in the CYO Athletic Program. This meeting shall be called an Inquiry. At this inquiry the CYO representative may decide if the alleged misconduct warrants further action. (Refer to Chapter IV, Section K, Sanctions).
3. All teams will be co-ed with both 1st and 2nd grade girls and boys participating on the same team.

EQUIPMENT:

1. 5 to 8 balls per team.
2. All teams will use a junior size ball (smaller than a 28.5" women's basketball).
3. Baskets at 8, 8 1/2 or 9 feet. If not available, 10 foot baskets will be used.
4. CYO Official Scoresheet (must have game number and players full names – no score shall be kept) and time clock supplied by facility where game is played.
5. Pinnies (color different than uniform top) in the event the opposing team wears the same color.

UNIFORMS:

1. Uniform tops will be supplied by CYO. Shorts must be black.

GENERAL TEAM RULES:

1. There will be a limit of 2 coaches, plus an intern coach allowed on the bench during any event.
2. One coach from each team must be on the court with the players.

Co-ed 1st & 2nd Grade Boys & Girls

3. The game official(s) will be responsible for starting the game on time and for holding a pre-game meeting with the coaches to discuss CYO game rules.
4. Officials will declare a game forfeit if a team is not ready to play or lacks the required number of participants 10 minutes after the scheduled game time.
5. A pre-game conference will be held with officials, coaches and team captains prior to each game. Rule clarifications, specific CYO rules, player/coach conduct etc. must be discussed at this time.
6. A visiting team participant and home team parent, prior to the start of each game, with both teams on the court shall read the pre-game prayer and statement.
7. The scoreboard shall only be used for timing the game, as neither team should keep score.
8. Fouls will be called, however, no player will foul out of the game.
9. If one team does not have enough players to start the game at the required starting time, a player, or players, from the opposite team will be loaned to the shorthanded team and the game will be played. The certified official will referee the game.
10. All teams will be co-ed and must have at least 1 girl or 1 boy on the floor at all times.

PRE-GAME//PRACTICE SCHEDULE:

1. A 30 minute warm-up period before each game will be used as a skills teaching session. Fundamentals of dribbling, shooting, passing and defense are all skills that should be taught at this age level. No less than 5 minutes will be spent on each of these skills during each pre-game session. At no time shall teams scrimmage prior to the actual game starting.
2. One practice per week prior to league games will be allowed. Once the league games have started the only practice sessions allowed are the 30 minute warm-up periods before each scheduled game. This rule will be strictly enforced.

THE GAME:

1. The game will consist of 4, 8 minute periods with a running clock.
2. Substitutions shall be made every 4 minutes.
3. Length of time between quarters and halftime will be 1 minute.
4. The Official only will call time outs when he deems appropriate.
5. No overtimes.
6. No zone defense is allowed or double or triple teaming. The defense must stay within an arm's length of the player they are guarding.
7. No backcourt press is allowed or backcourt defense upon change of possession.
8. Man-to-man defense only. Players will match up before each period and match up with the same player offensively and defensively.
9. The player bringing the ball up the court is considered the point guard. The point guard must pass the ball. She/he may not shoot unless she/he

Co-ed 1st & 2nd Grade Boys & Girls

- passes the ball and the ball is passed back to him/her. In other words, the ball must be passed at least 1 time before a shot can be taken.
10. Free throws will not be taken; all fouls are awarded side outs.
 11. No jump balls. Jump balls will be awarded to a team on the instructional officials discretion.
 12. No fast breaks.
 13. No score will be kept.
 14. The designated home team supplies the official timekeeper.
 15. **If a coach, player or spectator receives a technical foul or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.**
 16. A player may only play at the point guard position for 8 minutes per game. (Each team must have a minimum of 4 point guards).
 17. No 3 point shots.

OFFICIALS:

One official will be assigned to all 1st and 2nd grade games. Please notify the Director of Officials first, at **(503) 206-7990** and if not available call the Basketball Director at (503) 519-0278 if an official does not show for an assigned game. The game should not be played without an official present.

PLAYING TIME POLICY:

The CYO philosophy stresses the total growth and development of youth through participation. CYO should be notified of any abuse of playing time policy that occurs.

1. **Exception:** If a player is being held out of a game for any reason (injury, illness, disciplinary reasons). The coach must inform the player, parent(s), opposing coach and official before the game.

1st & 2nd Grade:

1. All players on the court should be substituted out of play every 4 minutes.
2. With 11 or more players present at the game, playing time should be distributed equally for all players.
3. With 9 players or less present at the game, each player should be rotated with the additional time allotted to a 10 player roster.

The Athletic Commission will decide any exceptions to the stated game rules on an individual basis as they develop.

3rd Grade Boys & Girls

DIVISION: 3rd Grade ONLY

All CYO basketball teams will play according to the current guide of the National Federation High School Basketball Rules, unless otherwise specified in this manual.

COACHES: All coaches should be advised that Rule 2, Section 2, Officials Jurisdiction, Articles 2, 3, 4 and Rule 10, Section 4, Bench Technical, Articles 1, Section 5, Coaches Rule, Articles 1 and 2 of the National Federation High School Basketball Rules will be strictly enforced.

PLAYERS:

1. All teams will play a 5 player game. Suggested team size is 8 to 12 players. A minimum of 8 players must be on the Team Registration form All players must meet eligibility requirements.
2. Any player who attempts to strike another player, official, coach or spectator while in the facility or on the premises of the facility will be ejected from the game and future events until they have met with CYO. The person cited must initiate contact with the CYO office and set up a meeting with the CYO Sport Director, CYO Executive Director and/or 2 members of the CYO Rules and Compliance Committee, before being reinstated to participate in the CYO Athletic Program. This meeting shall be called an Inquiry. At this Inquiry the CYO representative may decide if the alleged misconduct warrants further action. (Refer to Chapter IV, Section K, Sanctions).

EQUIPMENT:

1. 5 to 8 balls per team.
2. All teams will use an intermediate size ball (smaller than a 28.5" women's basketball).
3. Baskets at 8, 8 1/2 or 9 feet. If the lower baskets are not available, then 10 foot baskets will be used. For gyms that have adjustable baskets, please set at 9 feet.
4. CYO Official Scoresheet and time clock supplied by facility where game is played.
5. Pinnies (color different than uniform top) in the event the opposing team wears the same color.

UNIFORMS:

1. When both teams have identical uniform colors, the home team must

GENERAL TEAM RULES:

1. There will be a limit of 2 coaches, plus an intern coach allowed on the bench during any event.
2. The game official(s) will be responsible for starting the game on time. They are also responsible for holding a pre-game meeting with coaches to discuss CYO game rules. Officials will declare a game forfeit if a team is not ready to play or lacks the required number of participants 10 minutes after the scheduled game time.

3rd Grade Boys & Girls

3. A pre-game conference will be held with officials, coaches, and team captains prior to each game. Rule clarifications, specific CYO rules, player/coach conduct etc, must be discussed at this time.
4. A visiting team participant and home team parent prior to the start of each game with both teams on the court, shall read the pre-game prayer and statement.
5. All technical fouls issued will result in an automatic 2 points plus possession of the ball at half court for the opposing team.

THE GAME:

1. The game will consist of 4, 10 minute running quarters.
2. Substitutions shall be made every 5 minutes.
3. A timeout must be used to sub players other than at the 5 minute substitution time. If a team has more than 10 players they may sub once per half, with NO charged timeout. The clock will stop for the substitution. This enables the team to equally distribute playing time.
4. Length of time between quarters 1 minute; between halves 5 minutes.
5. There will be no overtimes in the regular season.
6. The free throw line for games will be 3 feet inside the standard free throw line. The regular foul line will apply in determining the 3 second key violation.
7.
 - a. During the last 2 minutes of the fourth quarter, if a team is behind by 10 points or less, a stop clock will be used for the rest of game.
 - b. Last 2 minutes of the fourth quarter, if a team is behind by more than 10 points, a running clock will be used for the rest of the game.
8.
 - a. No zone defense is allowed.
 - b. Man-to-man defense is required.
 - i. Isolation offenses designed to violate the spirit of the man-to-man defensive principals will not be permitted. Example: Teams on offense may not isolate players to the far corners or sidelines of the court to create a one-on-one scenario for an offensive player. This sends the message to non-engaged players that they are of little value to team success. This will be treated as a violation. There will be a warning and removal of points scored on this play. A second offense will result in a bench technical.
 - c. Double teaming of the ball is permitted ONLY inside the 3 point line.
 - d. No back court press is allowed except during the last 2 minutes of the game. The team trailing can play man-to-man defense in the back court.
 - e. Two timeouts per half. They do not carry over.
9. All shots will be scored 2 points except for free throws.
10. The visiting team will maintain the CYO Official Scoresheet and MUST include the game number on the sheet. The game lead official will sign and retain the CYO Official Scoresheet.
11. Should the winning team outscore the losing team by more than 25 points, the winning coach shall submit a letter of explanation to CYO through his/her CYO athletic director written on the "25 Point Rule" form. (Refer to the CYO website under basketball, then forms).

3rd Grade Boys & Girls

12. **If a coach, player or spectator receives a technical foul or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.**

OFFICIALS:

One official will be assigned to all 3rd grade games. Please notify the Director of Officials first, at (503) 206-7990 and if not available call the Basketball Director at (503) 519-0278 if an official does not show for an assigned game. The game should not be played without an official present.

PLAYING TIME POLICY:

The CYO philosophy stresses the total growth and development of youth through participation. CYO should be notified of any abuse of playing time policy that occurs.

1. **Exception:** If a player is being held out of a game for any reason (injury, illness, disciplinary reasons), the coach must inform the player, parent(s), opposing coach and official before the game.

3rd Grade:

1. All players on the court should be substituted out of play every 5 minutes.
2. Playing time shall be distributed equally for all players.

The Athletic Commission will decide any exceptions to the stated game rules on an individual basis as they develop.

4th - 8th Grade Boys & Girls

DIVISIONS: Cub: 4th & 5th Cadet: 6th, 7th, 8th

All CYO basketball teams will play according to the current guide of the National Federation High School Basketball Rules, unless otherwise specified in this manual.

COACHES: All coaches should be advised that Rule 2, Section 2, Officials Jurisdiction, Articles 2, 3, 4 and Rule 10, Section 4, Bench Technical, Articles 1, Section 5, Coaches Rule, Articles 1 and 2 of the National Federation High School Basketball Rules will be strictly enforced.

PLAYERS:

1. All teams will play a 5 player game. Suggested team size is 8 to 12 players. A minimum of 8 players must be on the Team Registration form. All players must meet eligibility requirements.
2. A team must begin with 5 players, but if no substitutes are available to replace disqualified or injured players, a team shall continue to play down to a minimum of 3 players.
3. Any player who attempts to strike another player, official, coach or spectator, while in the facility or on the premises of the facility, will be ejected from the game and future events until meeting with CYO. The person cited must initiate contact with the CYO office and set up a meeting with the CYO Sport Director, CYO Executive Director and/or 2 members of the CYO Rules and Compliance Committee, before being reinstated to participate in the CYO Athletic Program. This meeting shall be called an Inquiry. At this Inquiry the CYO representative may decide if the alleged misconduct warrants further action. (Refer to Chapter IV, Section K, Sanctions).

EQUIPMENT:

1. 5 to 8 balls per team. A leather ball shall be used for games. Inexpensive rubber balls may be used for practice.
2. All girl teams, Cub boy and 6th grade boy teams will use an official women's basketball (28.5"). 7th and 8th grade boy teams will use the official men's ball.
3. CYO Official Scoresheet and time clock supplied by the facility where game is played.
4. Pinnies (color different than uniform top) in the event the opposing team wears the same color.

UNIFORMS:

1. When both teams have identical uniform colors, the home team must reverse their uniform or provide pinnies.

GENERAL TEAM RULES:

1. There will be a limit of 2 coaches, plus an intern coach, allowed on the bench during any event. Intern coach is defined as a high school age coach. (Refer to Chapter IV, Section G, Volunteer Coach).
2. The game official(s) will be responsible for starting the game on time. They are also responsible for holding a pre-game meeting with coaches to discuss CYO game rules. Officials will declare a game forfeit, if a team is not ready to play or lacks the required number of participants 10 minutes after the scheduled game time.

4th - 8th Grade Boys & Girls

3. A pre-game conference will be held with officials, coaches, and team captains prior to each game. Rule clarifications, specific CYO rules, player/coach conduct etc. must be discussed at this time.
4. A visiting team player shall read the pre-sport event prayer and a home team parent shall read pre-game statement prior to the start of the game with both teams on the court.
5. All technical fouls issued will result in an automatic 2 points plus possession of the ball at half court for the opposing team.

THE GAME:

1. The game will consist of 4 quarters.
2. Length of time between quarters will be 1 minute; between halves will be 5 minutes.
3. **Timeouts. Each team is allowed 2, one-minute, timeouts per half. Unused timeouts do not carryover to the next period of play.**
4. Length of first overtime will be 2 minutes stop time. Each team will be awarded one 30 second time out per overtime. No carryover of timeouts from regulation game. Each additional overtime will be 1 minute stop time with one 30 second time out awarded to each team. Each overtime will be started with a jump ball at center court.
5. The visiting team will supply a scorebook keeper. The visiting team will keep the official CYO Official Scoresheet. CYO requests that scorekeeping responsibilities be delegated to a responsible adult. The game lead official will sign and retain the CYO Official Scoresheet.
6. The designated home team is responsible for supplying the official timekeeper, unless site provides an official timekeeper.
7. Each team shall furnish a good quality leather ball for each game. The official will determine which ball will be used.
8. Coaches should make every effort not to out score their opponent by more than 25 points.
9. If a team is out scored by 25 points or more, the trailing team has the right to have the score removed from the clock display.
10. Should the winning team outscore the losing team by more than 25 points, the winning coach shall submit an explanation to CYO through his/her CYO athletic director, written on the "25 Point Rule" form. (Refer to the CYO website under basketball, then forms).
11. **If a coach, player or spectator receives a technical foul or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.**
12. **Coaching Box: All coaches are required to stay within the coaching box. The coaching box may be defined in some gyms. For gyms without defined coaching boxes, the coaching box is defined as: an imaginary line that goes the length of the players bench and extends to the playing surface. Violations may result in technical fouls or ejections.**

4th - 8th Grade Boys & Girls

CUB:

1. Quarters will be 10 minutes running time. In the 4th quarter stop time will be used during the last 2 minutes of the game, if the teams are within 10 points or less.
2. The free throw line for cub games will be 3 feet inside the standard free throw line. The regular foul line will apply in determining the 3 second key violation.
3. Defense:
 - a. **Zone defense is allowed inside the 3-point line only.**
 - b. **Man-to-man defense is required outside the 3-point line.**
 - i. Switching and help defense is allowed outside the 3-point line as long as there is no double team defense.
 - ii. Man-to-man back court press is allowed during the 3rd and 4th quarters.
 - iii. No back court pressure is allowed if a team is 15 points ahead.
4. All shots will be scored 2 points except for free throws.

CADET:

1. Quarters will be 7 minutes stop time.
2. No backcourt pressure or center court trapping is allowed if a team is 15 points ahead. This will be called an illegal defense. Infractions will result in first a bench warning, second and thereafter a bench technical.

OFFICIALS:

Two officials will be assigned to all 6th, 7th, and 8th grade games. One official will be assigned to all 4th and 5th grade games. Please notify the Director of Officials first, at (503) 206-7990 and if not available call the Basketball Director at (503) 519-0278 if an official does not show for an assigned game. The game should not be played without an official present.

PLAYING TIME POLICY:

The CYO philosophy stresses the total growth and development of youth through participation. The following playing time policies apply to all regular season and tournament games. CYO should be notified of any infractions.

1. **Exception:** If a player is being held-out of a game for any reason (injury, illness, disciplinary reasons). The coach must inform the player, player's parent(s), opposing coach and official before the game.

CUB:

1. Each player shall play at least a minimum of 10 minutes per game.

CADET:

1. Each player shall play at least a minimum of 7 minutes per game.

The Athletic Commission will decide any exceptions to the stated game rules on an individual basis as they develop.

High School Boys & Girls

DIVISION: High School

All CYO basketball teams will play according to the current guide of the National Federation High School Basketball Rules, unless otherwise specified in this manual.

COACHES: All coaches should be advised that Rule 2, Section 2, Officials Jurisdiction, Articles 2, 3 and 4 and Rule 10, Section 4, Bench Technical, Articles 1, Section 5, Coaches Rule, Articles 1 and 2 of the National Federation High School Basketball Rules will be strictly enforced.

ORGANIZATION:

1. Teams are organized by coaches and are under the direct supervision of CYO. Teams do not represent an organization or school. Teams must register with a pre-approved team name.

ELIGIBILITY:

1. Player must be enrolled in High School.
2. Player must not play for their freshman, junior varsity or varsity high school basketball team during the sports year.

PLAYERS:

1. All teams will play a 5 player game. Suggested team size is 8 to 12 players. A minimum of 8 players must be on the Team Registration form. All players must meet eligibility requirements.
2. A team must begin with 5 players, but if no substitutes are available to replace disqualified or injured players, a team shall continue to play down to a minimum of 3 players.
3. Teams may not forfeit a game and then play with an ineligible player.
4. Any player who strikes another player, official, coach or spectator, while in the facility or on the premises of the facility will be permanently ejected from the league.
5. **If a coach, player or spectator receives a technical foul or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.**

EQUIPMENT:

1. A leather ball shall be used for games.
2. Girl teams will use an official women's basketball (28.5"). Boy teams will use the official men's ball.
3. CYO Official Scoresheet supplied by official and time clock.

High School Boys & Girls

UNIFORMS:

1. Uniforms are included in price of registration and will be handed out at the mandatory coaches meeting before the season begins. (Refer to the Calendar on the CYO website at www.cyocampoward.org).
2. All T-shirts worn under uniform top must match in color and style. No cut-offs allowed. If one player wears T-shirt all players must wear one.

GENERAL TEAM RULES:

1. There will be a limit of 2 coaches, plus an intern coach, allowed on the bench during any event.
2. The game official(s) will be responsible for starting the game on time. They are also responsible for holding a pre-game meeting with coaches to discuss CYO game rules. Officials will declare a game forfeit, if a team is not ready to play or lacks the required number of participants 10 minutes after the scheduled game time.
3. A pre-game conference will be held with officials, coaches and team captains prior to each game. Rule clarifications, specific CYO rules, player/coach conduct etc. must be discussed at this time.
4. A visiting team participant and home team parent, prior to the start of each game with both teams on the court, shall read the pre-game statements.
5. All technical fouls issued will result in an automatic 2 points, plus possession of the ball at half court for the opposing team.

THE GAME:

1. The game will consist of 2, 22 minute running halves.
2. Length of time between halves will be 5 minutes.
3. Length of overtime will be 2 minutes stop time. Each team will be awarded one 30 second timeout per overtime. No carryover of timeouts from regulation game. Each additional overtime will be 1 minute stop time with one 30 second time out awarded to each team. Each overtime will be started with a jump ball at center court.
4. Each team gets 2, 1 minute timeouts per half. Timeouts do not carry over.
5. If a game score is within 10 points at 2 minute mark of the second half of the game time will be stop clock there on.
6. No back courts pressure if the team is up by 15 or more points.
7. Coach must carry a copy of the Team Registration form to all games.
8. The visiting team will supply scorebook keeper. The visiting team will keep the CYO Official Scoresheet and MUST include game number on schoresheet. Scoresheets available from CYO Site Monitor. CYO requests that scorekeeping responsibilities be delegated to a responsible adult. The game lead official will sign and retain the CYO Official Scoresheet.
9. The designated home team is responsible for supplying the time clock and official timekeeper.
10. The coach or assistant coach, as listed on the CYO Team Registration form and registered with the CYO office, must be present or the game will not be played.

BASKETBALL

High School Boys & Girls

11. Each team shall furnish a good quality leather ball for each game. The official will determine which ball will be used.

OFFICIALS:

Two officials will be assigned to all high school games. Please notify the Director of Officials first, at **(503) 206-7990** and if not available call the Basketball Director at (503) 519-0278 if an official does not show for an assigned game. The game should not be played without an official present.

PLAYING TIME POLICY:

The CYO philosophy stresses the total growth and development of youth through participation. CYO should be notified if any abuse of playing time policy occurs.

1. Exception: If a player is being held out of a game for any reason (injury, illness, disciplinary reasons) the coach must inform the player, player's parent(s), opposing coach and official before the game.

High School:

1. Each player shall play a minimum of 11 minutes per game.

The Athletic Commission will decide any exceptions to the stated game rules on an individual basis as they develop.

CHEERLEADING

2nd - 8th Grade Boys & Girls

All CYO cheerleading teams will participate according to the current guidelines of the National Federation of High School (NFHS) Spirit Rules unless otherwise specified in this manual.

TEAM ORGANIZATION:

1. Teams are organized as regional CYO cheerleading with the region football teams.
2. Each regional cheer club is administered under the Athletic Administration Policies and Procedures Sections of the CYO Sports Manual.
3. Each regional cheer club consists of CYO athletic clubs located in close proximity to one another.

PARTICIPANT ELIGIBILITY:

1. Cheerleading is open to all students both male and female; no one will be cut from the program.
2. Cheerleaders will cheer at CYO regular season and playoff football games.
3. Participants must reside within the geographic boundaries of the CYO athletic clubs.
4. For all other eligibility requirements (Refer to Chapter VI, Section A, Player Eligibility).

PURPOSE:

The overall purpose of the CYO cheerleading program is to provide a fun, spirit-filled athletic program for boys and girls that will foster Christian values, good sportsmanship, team spirit and support for various athletic teams. Those who participate will have the opportunity to develop the following:

- Precision movement, basic tumbling, dance and spirit leading;
- Cooperation, commitment, patience and a spirit of community;
- Confidence through physical activity and promotion of a healthy lifestyle and body image;
- Knowledge and appreciation of various sports;
- The opportunity to develop friendships with adult leaders and fellow participants.

TEAM COMPOSITION:

1. A team consists of those persons playing for a particular region club team and shall be based on the following determinations by the coach and athletic director at the beginning of the season:
 - Participation levels;
 - Control of team size and composition;
 - Maintain a balance of advanced and non-advanced participants.

EQUIPMENT:

CYO will supply the apparel, which includes sweater top, skort (shorts for boys) and pom poms. All of these items shall be returned to CYO at the end of

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each season. It is the responsibility of the individual participant to supply the appropriate cheerleading shoes. All flyers must have soft-soled cheerleading shoes to prevent injuries.

GENERAL RULES:

1. Cheerleaders may not perform technical skills on:
 - Concrete, asphalt or any other hard uncovered surface;
 - Wet surfaces;
 - Uneven surfaces;
 - Surfaces with obstructions.
2. Music shall be appropriate in content to not include profane language and abusive lyrics.
3. Movements and motions shall be appropriate in content and not suggestive in nature.
4. Cheerleaders will help facilitate opening game prayer and positive fan responses.
5. **If a coach, player or spectator receives a technical foul or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.**

LEAGUE SPECIFIC RULES:**GRADES 2nd - 8th // GREEN LEAGUE:****Stunts:**

1. Only stunting drills reviewed at the CYO mandatory cheerleading coaches clinic are to be practiced, which are limited to the following and should be done in order:
 - a. Wind Mill: When a cheerleader stands in the middle of a circle of other sitting cheerleaders who place all of their feet around the standing cheerleaders feet and hold their arms straight out in front of them. The standing cheerleader stays tight like a board and falls back onto the sitting cheerleaders as they pass him/her around.
 - b. Trust Fall: Two cheerleaders stand 1 behind the other. The front cheerleader stays tight and falls back onto the arms of the cheerleader behind her/him who will catch her/him.
 - c. Bear Hug: Two cheerleaders stand 1 behind the other. The front cheerleader, with her/his hands clasped above her/his head, falls back into the other cheerleader. The cheerleader who is behind will catch the cheerleader with 1 arm around the upper torso and 1 arm around the thighs of the falling cheerleader.
 - d. Bear Hug from a Step: Same as above (letter c), only the front cheerleader will be falling from a step or elevated surface no higher than 2 feet off the ground.
 - e. Step-Up Drill: Two cheerleaders (side bases) will go into a side lunge position with their back leg locked out, foot facing forward

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and their front leg bent and one foot in front of the other with the other side base. The flyer will put her/his foot in the "pocket" (where the thigh base supports the flyer at her/his waist.

- f. Prep Load in Drill: Four cheerleaders consisting of 2 side bases standing in a "stunting ready" stance (feet shoulder width apart, bent at knees in a squat position, straight back and hands out flat facing upwards in front of their belly button), a front base and a back base. The "flyer" will place her/his hands, 1 on the shoulder of each side base and hop up with her/his feet in their hands, the back base will assist her/him at the waist.
 - g. Hang Drill: Four cheerleaders consisting of 2 side bases standing in a "stunting ready" stance (feet shoulder width apart, bent at knees in a squat position, straight back and hands out flat facing upwards in front of their belly button), a front base and a back base. The "flyer" will place her/his hands, 1 on the shoulder of each side base and hop up with her/his feet in their hands, the back base will assist her/him at the waist. Both bases will then remove their hands from underneath the flyer's feet and the flyer will need to support her/his own weight.
2. Thigh stands are the only stunts allowed. Two cheerleaders (side bases) will go into a side lunge position with their back leg locked out, foot with the other side base. The flyer will put her/his foot in the "pocket" (where the thigh attaches to the hip) and set up on 1 base and lock out. She/he will then do the same with her/his other foot and stand up. The back base supports the flyer at her/his waist.
 3. The participant, between grades 5 & 8 only, must get signed off on the Stunting Qualification Sheet by CYO for each position at the CYO stunting clinics in order to move from Green League to Red League.
 - a. The individual must do each drill/stunt ten times in a row perfectly to be signed off to move on.

Standing/Running Tumbling:

1. Forward Rolls, Cartwheels and Round-offs only allowed.

GRADES 5th - 8th // RED LEAGUE:

- a. The coach MUST be safety certified through the OSAA or WCCA annually at their own expense and time; and the CYO office must receive a copy of the coaches certification card.
- b. The coach MUST attend 3 technical training clinics, with their 5th - 8th graders, instructed by CYO.
- c. If the coach chooses not to comply with rules 1 and 2 the participants will be registered in the Green League.
- d. The participants in the Red League do not have to be on a separate team, they may cheer at games and compete with their 2nd - 4th graders but are still the only ones allowed to stunt at the Red League Level.

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- e. No coaches or non-participants shall be allowed to touch the flyer, base or back spot in games or competitions.
- f. Coaches may assist in spotting to prevent an incident in demonstrating technique at practices.

Stunts:

1. Shoulder sits are allowed with a base, flyer, back base and 2 spotters on the back corners of the stunt.
2. Preps are allowed with 2 side bases, a flyer, a back base and 2 extra spots in the back corners of the stunt.
3. Prep Pop Cradle Drill: The 2 side bases will stand in the prep position. With the flyers feet on the ground, the flyer will place her/his hands into the bases hands that are at the prep level and push down with resistance. The bases will then dip and throw as if they were cradling the flyer. It is the flyers job to feel how even and consistent the bases are with their throws.
4. Floor Liberty Drill: With the flyers 2 feet on the ground, she/he will keep her/his body aligned straight and lift 1 foot off of the floor and place it next to her/his other knee. She/he will need to stand there for at least 30 seconds without a wobbly ankle.
5. Box/Step Liberty Drill: The flyer will stand on a box or a step with her/his back part of her/his feet off the box/step. She/he will make her/his foot as flat as possible and raise the other foot into a liberty position. She/he will need to stand there for at least 30 seconds without a wobbly ankle.
6. Liberty Base Hand Drill: Bases knowing how to hold the flyers foot in the air. One base, the main (should be the shorter of the 2 side bases) will have 1 hand on the toe and 1 hand on the heel in the standard prep grab. The secondary base (should be the taller of the 2) will take the hand that is closest to the flyer and place it underneath the flyers foot and her/his outside hand and place it on the top of the flyers foot almost interlacing the fingers of both her/his hands.
7. The participant must get signed off on the Stunting Qualification Sheet by CYO for each position at the CYO stunting clinics in order to move from Red League to Blue League.
 - a. The individual must do each drill/stunt 10 times in a row perfectly to be signed off to move on.

Standing // Running Tumbling:

1. Cartwheels and Round-offs only allowed unless signed off to perform in the Blue League Level (See Tumbling Qualification Sheet).
 - a. The individual must do each drill/trick 10 times in a row perfectly to be signed off to move on.

GRADES 5th - 8th // BLUE LEAGUE:

- a. The coach MUST be safety certified through the OSAA or WCCA annually at their own expense and time. The CYO office must receive a copy of your certification card.

2nd - 8th Grade Boys & Girls

- b. The coach MUST attend 3 technical training clinics, with their 5th - 8th graders, instructed by CYO.
- c. If the coach chooses not to comply with rules 1 and 2, the participants will be registered in the Green League.
- d. The participants in the Blue League do not have to be on a separate team, they may cheer at games and compete with their 2nd - 4th graders, but are still the only ones allowed to stunt at the Blue League Level.
- e. The participant must get signed off on the Stunting Qualification Sheet by CYO for each position at the CYO stunting clinics in order to move from Red League to Blue League.
- f. No coaches or non-participants shall be allowed to touch the flyer, base or back spot in games or competitions.
- g. Coaches may assist in spotting to prevent an incident in demonstrating technique at practices.

Stunts:

1. Single leg stunts are allowed at the prep level or below.
2. Transitional stunt may not involve changing bases.
3. Twisting mounts and transitions are limited to one half twist by the top person.
4. Base(s) cannot turn during mounting.

Dismounts:

1. Only basic straight cradles and quarter turns are allowed.
2. Twist cradles and other positions (e.g. toe touch, pike, tuck, etc.) are not allowed.

Release Moves:

1. No release moves allowed other than those permitted in Dismounts.

Inversions:

1. No inversions allowed.

Pyramids:

1. Pyramids must follow partner stunt and cradling rules and are allowed up to 2 high with the following exceptions: extended stunts with top person on 1 leg must be braced on both sides by a prep level stunt. The connection to prep can be hand or foot and must be established at or below prep level.
2. Prep level top persons must have both feet in bases hands. Exceptions: shoulder sit, double base thigh stand, shoulder stand or double base shoulder stand.
3. Top persons must maintain contact with a base at all times and may not lose contact with a prep when changing positions.

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Tosses:

1. No basket or sponge tosses allowed.

Standing // Running Tumbling:

You first must be signed off by CYO at the CYO Stunting Clinics to be able to perform these tumbling skills. The individual must do each drill/trick 10 times in a row perfectly to be signed off to move on.

1. No tucks or aerials allowed.
2. Airborne skills must involve hand support when passing through the inverted position.
3. Series front and back handsprings are allowed.
4. No twisting while airborne: Exception for round offs.

Exhibition:

1. Regardless of skill level, all cheer participants must be allowed to take part in the end of year Cheer Championships.
2. Each coach will fill out a CYO Cheer Championship registration form.
3. A lottery drawing will be used to seed the teams in order of performance prior to the Championships.
4. Competition format will be determined based on the number and size of the region teams.
5. CYO cheer scoring sheets will be used to judge the routines.
6. An appropriateness judge will be used to deem acceptable and/or unacceptable routines.
 - a. Points may be deducted for unacceptable lyrics or motions per CYO rules.
7. Length of routine shall be 2.5 to 3 minutes.
8. Music for each routine must be reviewed and approved by the Cheerleading Commission unless the music has been issued by CYO or has been CYO approved.

2nd - 8th Grade Boys & Girls

Stunting Qualification Sheet

Approved Stunt Skills For: _____

Position Approved (flyer, base, back or coach): _____

Partner Stunt	Date Approved	CYO Official's Signature	Squad Member's Signature
Spotting Drills			
Wind Mill	/ /		
Trust Fall	/ /		
Bear Hug	/ /		
Bear Hug from Step	/ /		
Intermediate Stunts			
Step-Up Drill	/ /		
Double Base Thigh Stand	/ /		
Shoulder Sit	/ /		
Prep Load in Drill	/ /		
Prep Load In/Hang Drill	/ /		
Advanced Stunts			
Elevator to Should Level (Prep)	/ /		
Step in Prep	/ /		
Prep Pencil Drop Dismount	/ /		
Liberty Stand Drill on Ground	/ /		
Liberty Stand Drill on a box or step	/ /		
Liberty Base Hand Drill	/ /		
Prep Pop Cradle Drill	/ /		
Elite Stunts			
Prep Pop Cradle Dismount	/ /		
Prep Extension Prep Dismount	/ /		
Prep Extension Dismount	/ /		
Prep to Liberty Dismount	/ /		
Ground up Liberty Prep Level	/ /		
Extended Liberty with Braced Preps only	/ /		
Full Twist Drill	/ /		

Tumbling Qualification Sheet

	Date Approved	CYO Official's Signature	Squad Member's Signature
Beginning Tumbling			
Forward Roll	/ /		
Cartwheel	/ /		
Round-off	/ /		
Handstand Wall Pop Drill	/ /		
Intermediate/Advanced Tumbling			
Standing Spotted Back/Front-Handspring	/ /		
Standing Back/Front-Handspring	/ /		
Round-off Back/Front Handspring	/ /		
Series of Back/Front Handsprings	/ /		

3rd - 8th Grade Boys & Girls

LEAGUES: **Green: Age 7 through 4th Grade**
 Red: 5th through 6th Grade
 Blue: 7th through 8th Grade

All CYO football teams will play according to the current guide of the National Federation High School Football Rules, unless otherwise specified in this manual.

TEAM ORGANIZATION:

Teams are organized as regional CYO football clubs.

1. Each regional football club is administered under the Athletic Administration, Procedures and Policies Sections of this CYO Sports Manual.
2. Each regional football club consists of members of CYO athletic clubs located in close proximity to one another.

PLAYER ELIGIBILITY:

Eligible participants must reside within the geographical boundaries of the CYO athletic clubs that make up each region.

EQUIPMENT & UNIFORMS:

1. Ball Size
 - a. Green League "peewee"
 - b. Red League "junior"
 - c. Blue League "youth"
2. Players may only participate with CYO issued equipment, which includes flags, with the exception of neck braces, mouth guards, girdle, shoes and protection pads,
3. Players may not change jersey numbers unless approved by CYO. CYO jerseys may not be altered.

TEAM COMPOSITION:

1. A team consists of those persons playing for a particular region club and shall include:
 - a. Green League (3rd/4th grades):
 - i. Is registered in the 3rd or 4th grade.
 - ii. Or must have reached seven years of age by January 1st of the current playing year.
 - iii. This league is instructional and shall be designed to gradually introduce youth into football. Instruction shall include:
 1. Formations
 2. Positions
 3. Drills
 4. Blocking

3rd - 8th Grade Boys & Girls

5. Offensive skill development
6. Defensive skill development
- b. Red League (5th/6th grades)
 - i. Is registered in the 5th or 6th grade.
- c. Blue League (7th/8th grades):
 - i. Is registered in the 7th or 8th grade.
2. **Player Limits:** A team generally shall consist of a minimum of 22 and no more than 43 registered players by the first game of the season. A mandatory team split is required when the registered player numbers reach 44. Player registration deadlines will be set by the CYO office.
 - a. A region athletic director may ask CYO for a team to be split at 40 participants, while understanding that it will be at the discretion of CYO to approve or not.
3. **Weight Restrictions:**
 - a. There shall be no weight limits preventing participation. However, there are restrictions in the type of play when weight exceeds stated weight limits.
 - b. Weight will be determined prior to the season at the official CYO equipment checkout.
 - c. A players weight limit may be challenged once during the season by an opposing head coach.
 - i. The challenge shall be communicated by the region athletic director to CYO.
 - ii. CYO will weigh the player prior to the next game.
 - iii. Players weight may not exceed a 5% gain over the weight limit in order to continue without restrictions for his weight category.
 - iv. Any offensive player over the maximum weight limit for ball carriers in his/her class group is restricted to an offensive down lineman position, that is center, guards or tackles ONLY. Single/ Double stripers cannot lineup in a tight end position.
 - v. Any player over the maximum weight limit for ball carriers:
 1. Who comes in possession of the ball, must immediately down the ball at the point he/she comes into possession.
 2. May not hold the ball.
 3. During punt or kick-off: (See league specific rules).
 4. May be on the field for Point After Touchdown (PAT) and field goals.
 5. May kick PAT or field goals.
4. **Weight Limits by Position:**
 - a. Offensive positions that advance the ball are considered quarterback, running backs, tight ends and wide receivers. Players must be at or under:
 - Green League // 90 pounds
 - Red League // 115 pounds
 - Blue League // 155 pounds
 - b. Defensive standup position players are considered outside linebackers, inside linebackers, cornerbacks, defensive ends, free safeties and strong

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safeties. Players must be at or under:

Green League // 115 pounds and under
 Red League // 135 pounds and under
 Blue League // 185 pounds and under

- c. A player may kick, punt and be 1 of the front 5 of the kick-off return team but must be:

Green League // 115 pounds and under
 Red League // 135 pounds and under
 Blue League // 185 pounds and under

- d. Single Strippers: 1 stripe // 1 inch wide by 2 inch long stripe on back of the helmet may play any down line position.

Must be between:

Green League // 91 - 115 pounds
 Red League // 116 - 135 pounds
 Blue League // 156 - 185 pounds

- e. Double Strippers: 2 stripes // 1 inch wide by 2 inches long on back of the helmet may play any down line 3 - 4 point position and must be on the line of scrimmage. These players are:

Green League // 116 pounds and over
 Red League // 136 pounds and over
 Blue League // 186 pounds and over

- f. Weight limits will be reviewed on a yearly basis.

PLAYING RULES:**1. Mandatory Play Rule:**

- a. Each player on a team's roster should play a minimum number of plays per game. Any offensive, defensive or special team play counts as a play. If the play results in a penalty before the ball is snapped, the down is nullified and must be replayed. The minimum playing requirements are as follows:
 - i. 30 players and under // 10 plays minimum
 - ii. 31 - 34 players // 9 plays minimum
 - iii. 35 - 38 players // 8 plays minimum
 - iv. 39 - 43 players // 7 plays minimum
- b. The Mandatory Play Rule applies to all games; pre-season, regular season, playoffs, jamboree and championship games. The right to mandatory playing time may be denied to a player for disciplinary reasons, provided they are the result of a violation of team rules which are made known in the pre-season to all players and parents.
- c. Game officials, the opposing head coach, the opposing team parent, CYO site officials and the athlete's parents will be advised of the situation.
- d. The team parent shall be responsible for monitoring the Mandatory Playing Time Rule by tracking number of plays on the CYO Depth Chart. **All players, including starters, will be tracked until they have reached their minimum play allocation. If desired, a second team parent may assist in tracking plays, with one parent writing and the other parent spotting players.**

3rd - 8th Grade Boys & Girls**2. Offensive // General:**

- a. No blocking below the thighs (knees and below) **except in the free-blocking zone which extends 4 yards on either side of the snap, and 3 yards deep on each side of the line of scrimmage. Blocks below the thighs outside this zone will be an intentional foul - 15 yard penalty.**
- b. Linemen shall line up no further than 1 arm length from line player to line player with the exception of tight ends and wide receivers.
- c. **Plays designed to resemble the "A-11" Offense or its equivalent are illegal in CYO Football.**

3. Defensive // General:**a. Defensive Alignments:**

- i. Defensive ends shall line up on the line of scrimmage, 1 outside each defensive tackle.
 - ii. Any defensive linemen lined up between the offensive tackles need to be in a down position.
 - iii. Line backers shall be at least 1 yard behind the rearmost portion of the defensive linemen.
 - iv. Violation of the alignment and formation rules will carry a 5 yard penalty, plus additional sanctions as listed in the section on penalties.
- b. No blocking below the thighs (knees and below) **except in the free-blocking zone which extends 4 yards on either side of the snap, and 3 yards deep on each side of the line of scrimmage. Blocks below the thighs outside of this zone will be an intentional foul and result in a 15 yard penalty.**
- c. **No defensive blitzing. Blitzing is defined as any movement toward the line of scrimmage by the linebackers or defensive backs once the offensive line is set and prior to the snap of the ball.**

4. Teams of 10 or less players:

- a. Should a team have 10 or less players, both teams will play 8-man football. Teams will be required to follow the National Federations Rules of 8-man football with 5 players on the line of scrimmage

5. Rules // League Specific:**a. Green League:**

- i. Flags (**2 flags per belt**) must be worn according to the manufacturers instructions, **one on each side along the outside seam line.**
- ii. Players may leave their helmets on during the pre-game prayer and statement.
- iii. Coach in the Huddle: One coach may be in huddle for the purpose of play direction and positioning.
 1. No visual aids will be allowed in the huddle, including cell phones.
 2. Coach will step behind a minimum of 10 yards to the side of the backfield game official after the huddle break and shall not coach after ball is snapped.

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3. Coach may not teach technique (i.e. how to block, etc).
4. Coach will stay away from the flow of the play.
- iv. Declaration of Punt: The offensive team must declare its intention v. to punt to the Site Official prior to the punt. All double stripers must be removed from the field.
- v. Offensive // General:
 1. Scoring: 2 points will be awarded for a kicked PAT. One point is awarded for rushing or passing the ball into the end zone for a PAT.
- vi. Defensive Alignments // Basic 6/2 or 4/4:
 1. Only 2 linebackers are allowed with a balanced 6 player defensive line.
 2. No lineman may be lined up with any part of his body in front of the offensive center.
 3. Defensive guards line up directly in front of the offensive guard.
 4. Defensive linemen must be in a down position in front of their opponents with the exception of the defensive ends.
 5. Defensive tackle lines up no further off center from the offensive tackle than their same side shoulders, directly in line with each other (defensive tackle must have a piece of the offensive tackle).
 6. Defensive backs that is, corner backs and safeties, may align themselves anywhere on the field so long as they are at least 7 full yards from the line of scrimmage.
 7. There shall be no middle linebacker that is, no linebacker shall have any part of his body to the inside offensive guard's inside shoulder.
 8. Tackling is not allowed.
 9. Illegal Contact
 - a. **A Defensive player must be attempting to pull the ball carrier's flag(s).** He may not inadvertently or intentionally initiate contact with the offensive ball carrier. Contact with the ball carrier is also defined as:
 - i. Wrapping his arms
 - ii. Lowering his head and shoulders
 - iii. Tripping
 - iv. **Impacting the ball carrier without attempting to pull flag(s)**
 - b. The Offensive ball carrier may not inadvertently or intentionally initiate contact with the defensive player. Contact with the defensive player is defined as:
 - i. Stiff arm
 - ii. Lowering his head and shoulders
 - c. Inadvertent contact is to be expected in the "Defensive Box". The "Defensive Box" is the area described as the area between the tackles 8 yards wide to the defensive backs 4 yards deep. Coaches should not expect game officials to flag inadvertent contact in this area.

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- d. **Tackling or Intentional Contact outside the defensive box will be an intentional foul - 15 yard penalty and automatic first down.**
- e. **If the same player is penalized three (3) times in the same game for Tackling or Intentional Contact, he is ejected for the remainder of that game.**
- f. **If a team is penalized three (3) times in the same game for Tackling or Intentional Contact, the Site Official shall issue a warning to the coach. If the team is penalized a 4th time in that same game, the coach shall be ejected and must meet with CYO before coaching again.**
- g. **If a Tackling or Intentional Contact penalty is called on the defense during the pre- or post-season jamboree, the offense shall get an additional play.**
10. Red Zone Rule: Defensive backs may align on the line of scrimmage at the 20-yard line and closer to the goal line. The 7 yard rule will continue outside the 20-yard line.
11. Rushing the punter is not allowed.
12. Rushing on a PAT or Field Goal is not allowed.
- vii. Kick-off shall be only at start of each half and after all scores, except for safeties where NFHS rules apply. All double stripers must be removed from the field.
- viii. Punt return teams may not leave the line of scrimmage until the ball is kicked.
- b. Red League:
 - i. One coach may be in the huddle in games 1 & 2 of the season.
 1. There shall be no adjustments to the opposing team's alignment.
 2. Coach will step aside by no less than 10 yards away from team to either side after the huddle break and shall not coach after ball is snapped.
 3. Coach will stay away from the flow of the play.
 4. No visual aids allowed in the huddle, including cell phones.
 - ii. Declaration of Punt: The offensive team must declare its intention to punt to the Site Official prior to the punt. All double stripers must be removed from the field.
 - iii. Offensive // General:
 1. Scoring: 2 points will be awarded for a kicked PAT. 1 point is awarded for rushing or passing the ball into the end zone for a PAT.
 - iv. Defensive Alignment // Basic 6/2 or 4/4:
 1. Only 2 linebackers are allowed with a balanced 6 player defense.
 2. No lineman may be lined up with any part of his body in front of the offensive center.
 3. Defense guards line up directly in front of the offensive guard.
 4. Defensive linemen must be in a down position in front of their opponents with the exception of the defensive ends.

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5. Defensive tackle lines up no further off center from the offensive tackle than their same side shoulders, directly in line with each other (defensive tackle must have a piece of the offensive tackle).
 6. Defensive backs that is, corner backs and safeties, may align themselves anywhere on the field so long as they are at least 7 full yards from the line of scrimmage.
 7. There shall be no middle linebacker that is, no linebacker shall have any part of his body to the inside offensive guard's inside shoulder.
 8. Red Zone Rule: Defensive backs may align on the line of scrimmage at the 20 yard line in. The 7 yard rule will continue outside the 20 yard line.
 9. Rushing the punter is not allowed.
 10. NFHS rules apply to PAT and Field Goals with regards to rushing. However, standard "no defensive blitzing" rules still apply.
- vi. Kick-off shall be at start of each half and after all scores, no exceptions. All double strippers must be removed from the field.
- vii. Punt return teams may not leave the line of scrimmage until the ball is kicked.
- c. Blue League:
- i. Review Playing Rules and National Federation Rules.
 - ii. Offensive // General:
 1. Scoring: NFHS rules apply for scoring PAT's.
 - iii. Defensive // General
 1. Red Zone Rule: Man-to-man coverage at the line of scrimmage on the entire field.
 2. **Please see "Defensive General" under "Playing Rules" page 61, number 3, letter c.**
 - iv. Kick-Off
 1. Double stripe players must be removed from the field for any kick-off.
- d. The Following Rules Apply to all Leagues:
- i. Time: Quarters shall be 8 minutes with regulation stops.
 - ii. Rules: National Federation of State High School Rules applies unless specified in this manual.
 - iii. Officials:
 1. The CYO Site Official shall:
 - a. **Confer with the time keeper (provided by the visiting team) and the 3-person chain crew (provided by the home team) prior to the start of the game. The Site Official shall not act as the official time keeper.**

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- b. Act as the mediator between the head coach and the game officials.
 - i. The head coach shall direct concerns about game officials' decisions to the site official.
 - ii. Site official may stop game for a request of a game official/line judge interpretation with Red Flag.
 - iii. If the game is stopped, teams may not use this time interruption for a time out.
 - iv. Each team is allowed two "Red Flag" interpretations per game.
 - v. The site official shall determine if a team shall be charged with a "Red Flag" interpretation.
 - vi. **The site official shall remain in the official's box unless performing a duty as listed above.**
 - vii. **The Site Official shall not act as a referee. If scheduled referees fail to show up for a game, the home and visiting teams shall each supply one official from certified CYO Football coaches. Once the appropriate referees arrive, the coaches shall no longer act as referees.**
2. In the Event of a Tie: The Kansas Plan at the 10 yard line will be used. Play will continue until the tie is broken not exceeding 4 overtimes except:
 - a. There will be no ties in playoff or championship games.
 3. Depth Chart: Each team shall use a CYO issued Depth Chart **to track all starting and non-starting players**, which will consist of:
 - a. Players full name, uniform number, and player position.
 - b. Starting offensive and defensive players will be listed first.
 - c. Non-starters will be listed separately as offensive or defensive players.
 - d. Also listed separately will be player(s) being held out of the game for any reason; injury, illness, disciplinary. In the case of those being held out, the coach must inform the player, player's parents, opposing coach and the CYO site official before the game.
 - e. The opposing coach prior to the start of the game shall review the Depth Chart. The Depth Chart will be made available to the opposing coach at all times.
 - f. A designated Team Parent (**or two**) shall be in charge of maintaining the Depth Chart.
 - g. The Depth Chart shall be signed by the head coach and submitted by the CYO site official at the end of the game.
 - h. Scores Exceeding 24 Points: Any time a team is ahead by 24 or more points, the coach of the team that is ahead will be required to substitute offensive **and defensive skill players** from team's non-starter list. Non-starters will be used and remain on the playing field until **the difference in the score** is under 24 points.

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- iv. Coaching Staff:
 1. Each team shall have one head coach.
 2. Each team may have up to 3 assistant coaches.
 3. The region club athletic director shall appoint coaches.
 4. For teams with over 30 players: 1 additional assistant coach is allowed for every 5 players.
 5. All coaches must be "CYO Contact Certified".
 6. Coaches must have the official CYO issued badge on at all times. Failure to follow this rule will result in the coach not being allowed on the team sideline.
- v. Trainers:
 1. Each region team may have 2 trainers.
 2. If a team does not have or need a trainer those positions can be used as assistant coaches positions bringing the total to 5 assistant coaches.
 3. Trainers must be in the official CYO issued badge on at all times. Failure to follow this rule will result in the trainer not being allowed on the sideline with their team.
- vi. Team Parent: Each region team must have a team parent, who is not a certified coach.
 1. The team parent shall be designated prior to the start of the season and shall attend 1 mandatory CYO meeting.
 2. The team parent shall assist the coaching staff.
 3. The team parent shall maintain the Depth Chart form (see above) and status of the Mandatory Playing Rule.
- vii. Field Positions:
 1. Players, certified coaches, trainers, team parent, CYO site official, EMT's, chain crews, cheerleaders, video and fans shall be on the side of the field indicated on the Sample Football Field Layout (following these rules).
 2. The CYO site official shall control the positioning of all participants.
 3. One coach may enter the site officials box position at any time for questions and answers.
- viii. Penalties:
 1. National Federation Rules apply to all non-CYO specific penalty rules.
 2. CYO specific penalty rules:
 - a. Rushing the punter - Green/Red League - 15 yards.
 - b. Defensive blitzing – 15 yards.
 - c. Single/double striper advancing the ball - 5 yards.
 - d. Offensive alignment violation – 5 yards.
 - e. Defensive alignment violation – 5 yards.
 - f. Punt return team leaving line of scrimmage - 5 yards

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- g. Illegal contact – Green League.
 - i. Inadvertent contact - 5 yards
 - ii. Intentional contact - 15 yards plus first down.**
 - h. Penalties treated as personal fouls.
 - i. Coach field/huddle violation – 5 yards.
 - j. Non-registered person or non-certified coach on Team Sideline - 5 yards.
- ix. Practice:
 1. No practice may begin before August 24, 2009.
 2. Player to player contact practice cannot begin prior to August 31, 2009.
 3. Daily practices of not more than 10 hours per week, 1 practice per day, with no session lasting more than 2 hours may be held from the beginning of practice until the first scheduled CYO game. No practice shall be held on Sundays and legal holidays.
 4. Following the first CYO game, practices shall be restricted to no more than 6 hours per week, with no session lasting more than 2 hours and no practices shall be held on Sundays and legal holidays.
 5. All players reporting to their first practice on August 25th, 2008 or after must have 3 practices in full gear before they may participate in any type of contact.
 6. Quarterbacks may not be tackled in practice during the season and shall be so designated with a red jersey.
 7. There shall be no practices on CYO coaches meeting days.
 - x. Identification:

On designated equipment checkout date for each Region team and prior to the season's first game, CYO shall conduct a weigh-in where each player shall be weighed. Single and double stripers will be identified at this time. These players will have the appropriate identifying stripes (listed in Team Composition D. weight limits 4 and 5) on their helmets at all times.
 - xi. Pre-Game:
 1. The game officials will be responsible for starting the game on time. The CYO site officials and game officials are responsible for holding a pre-game meeting with the coaches to discuss specific issues.
 2. Officials will declare a game forfeit if a team is not ready to play or lacks the required numbers of participants 20 minutes after the scheduled game.
 3. A pre-game conference will be held with officials, coaches, team captains and the site official prior to each game. Rule clarifications, specific CYO rules, player/coach conduct, etc. must be discussed at this time.
 4. A visiting team participant and home team parent, prior to the start of each game with both teams on the field facing the grandstands, shall read the pre-game prayer and statement.

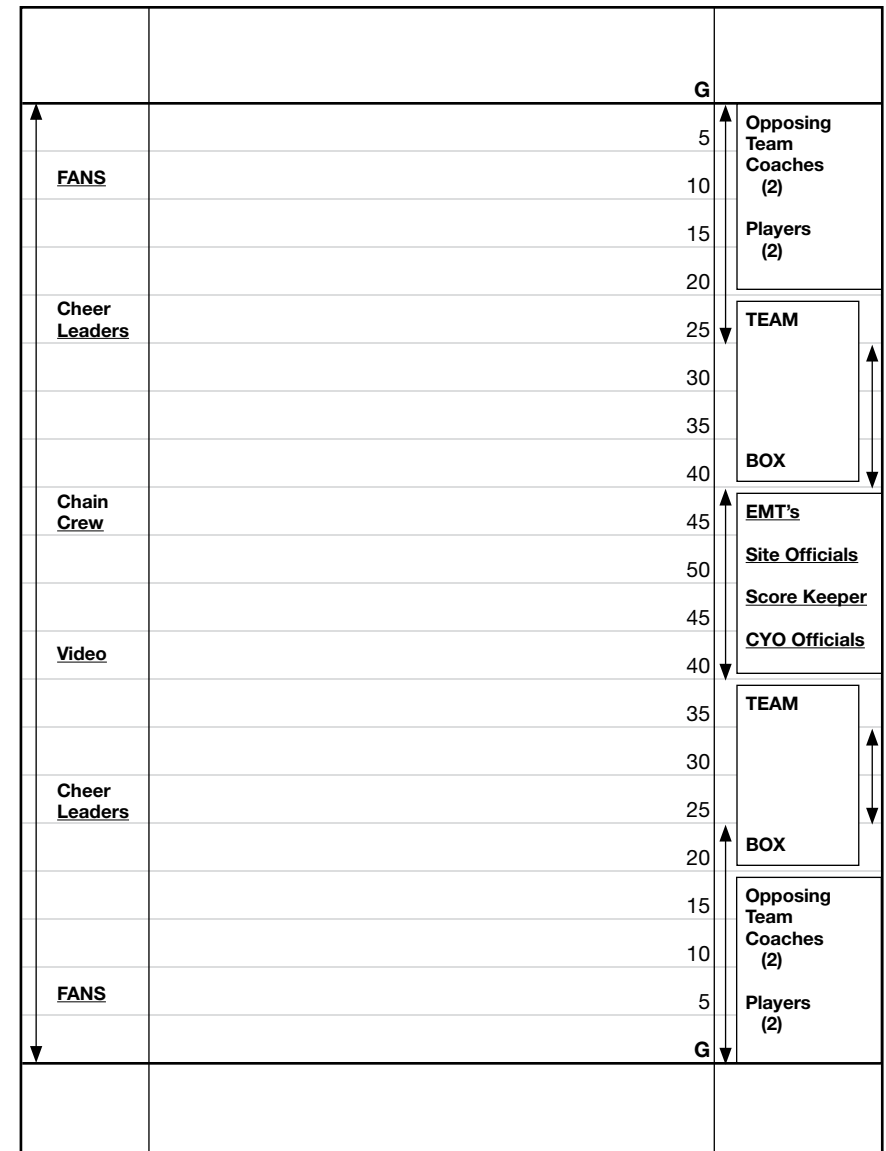
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- e. CYO Specific Rules:
 - i. The CYO site official shall enforce all CYO specific rules (rules listed in the Sports Manual). These rules shall include all rules relating to the CYO Philosophy, Code of Conduct, Athletic Procedures and Policies contained in the CYO Sports Manual.
 - ii. Should a violation occur, the CYO site official shall inform the responsible coach.
 - iii. Should the coach not make the corrections, as directed by the CYO site official, the CYO site official may:
 - 1. Stop the game by notification to the game officials in order to correct the violation.
 - 2. In the event that the game is stopped, the team charged with the violation will be charged with an official timeout, and the responsible coach shall have 1 minute to make the corrections. If the corrections are not made or not made within the allotted time, the CYO site official may call the game a forfeit.
 - 3. The ruling of the CYO site official shall be final.
 - iv. **If a coach, player or spectator receives a technical foul or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.**
- f. Communication: Coach communication directed to CYO should be facilitated through the region club athletic director. (Refer to Chapter V, Section K, Procedures). This shall include communication with the CYO Director of Communication.
- g. Playoff System:
 - i. The Playoff System is considered as both Regular Season and Championship post-season activities.
 - ii. All teams qualify for the playoffs, subject to conditions. (Refer to Chapter VI, Section C, Championship Events).
 - iii. Teams may not forfeit and shall be subject to the terms of "Forfeitures". (Refer to Chapter V, Section G, Forfeitures).
 - iv. The play-off format depends on the number of league teams.

The Athletic Commission will decide any exceptions to the stated meet rules on an individual basis as they develop.

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Sample Football Field Layout:



K - 8th Grade Boys & Girls**DIVISIONS:**

- Polliwog: K through 3rd
 Cub: 4th through 6th
 Cadet: 7th through 8th

All CYO swim teams will compete according to the current guidelines of the National Federation High School Swimming Rules, unless otherwise specified in the CYO Sports Manual. Both manuals must be in the possession of the Head Coach or designated assistant during all sponsored swim events. Individual teams or pairs of teams host swim meets during the season.

CYO sponsors the final meets, 1 for Polliwogs and 2 for Cub and Cadet Championship meets; 1 Large Team Championship and 1 Small Team Championship. Large/small teams will be determined by head count for each team prior to the championship events. The season is concluded with the fee-based All Star Meet. Athletes may enter this meet by achieving set qualifying standards during regular season developmental meets.

GENERAL RULES:

1. Volunteers are needed from each team to be meet officials, workers, judges and timers. Each team must have at least 2 Stroke and Turn Judges, not including the head coach and assistant coaches. These individuals and coaches must receive CYO sponsored training every 2 years. New coaches must attend that year's training session. All coaches are encouraged to attend training annually. Team Stroke and Turn Judges must be available during meets hosted by their team and during the championship meets.
2. Teams may enter as many swimmers in events as they wish. However, no more than 3 individuals from the same team may score in an individual event and each team may only score 1 relay team in each relay event.
3. Swimmers may swim a maximum of 3 individual events and 1 relay or 2 individual events and 2 relays in any meet. If a team has at least 1, but less than 4 Cadet swimmers at a meet, Cubs may swim on that team's Cadet relays for that meet. Those relays count toward the maximum swims for all swimmers involved.
4. A Cub may not swim as a Cub and as a Cadet in a similar relay event, at a single meet.
5. If a team has less than 4 Cadet swimmers, and a relay team has not been formed by supplementing with Cub swimmers, the coach may elect to enter the Cadet swimmer(s) into 4 individual events. **Similarly**, if there are less than 4 Cub swimmers, they may swim 4 individual events.
6. Under no circumstance may a Polliwog swim up as a Cub or Cadet.
7. Swimmers may not enter multiple, longer distance events in the Freestyle. For example: A Cub swimmer may swim the 25 and 50 or 100, but not the 50 and 100 events in the same meet. A Cadet may swim 50 and 100 or 200, but not 100 and 200.

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8. Ropes: Swimmers will not be disqualified for touching lane markers, unless they use them for support, assistance, **or propulsion**.
9. False Starts: A second false start disqualifies a swimmer.
10. A swimmer must participate in a minimum of 2 regular season meets to be eligible to compete in the Championship meet.
11. Changes to submitted entries will not be allowed in Championship meets. Relays may list alternates, but only actual swims will be counted towards the individual's number of entries. Individuals may be listed in 2 relays of the same name, providing 1 listing is as an alternate. Swimmers cannot swim in more than 1 relay of the same name.
12. **If a coach, player or spectator receives a technical foul or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.**

MEET PROCEDURES:

1. Prior to the start of the meet an announcer, team parent or team participant shall read the pre-game statement and prayer with teams at poolside.
2. No street shoes, glass containers or food will be permitted in the pool area.
3. Spectators and photographers are not permitted on the pool deck. This includes the award presentation ceremonies during the championship meets. No flash photography will be allowed during the start of a race. One team photographer will be designated as team photographer and will wear a badge as identification during the championship meets. CYO will provide a photographer and pictures will be made available for purchase.
4. Coaches and spectators are not allowed behind the starting blocks, or in the Judges', Timers', or Starter's areas.
5. Swimmers must remain away from the sides of the pool and out of the water when they are not participating in an event.
6. Marshals shall be assigned to all 4 corners of the pool during warm-ups to ensure the safety of the swimmers as well as to enforce pool rules.
7. Diving is NOT permitted except during specified times and in specified lanes during warm-up and the start of each race. If water depth is less than 4 feet, an in-water start must be used. All shallow water starts must be in the water, including relays.
8. No unauthorized person may enter the pool during or after meets.
9. **Meet Directors are needed during all championship meets. If a coach does not step forward to volunteer, Meet Directors will be determined by team rotation, to cover all championship meets. Assignments will be determined by the November, Coach's Meeting.**

SWIMMING

K - 8th Grade Boys & Girls

STROKES:

Following are the rules governing the technical aspects of each stroke:

FREESTYLE:

At start both feet must be in contact with the starting block and swimmer must be completely motionless until the start signal is sounded. Any stroke, turn, or touch is allowed, but swimmer must touch at both turn and finish.

BACKSTROKE:

An in-water start is used. Swimmer must remain on back throughout race. After the final arm pull, prior to a turn, the swimmer's shoulders may turn past vertical, but such motion must be followed by continuous turning action with the swimmer assuming a position on the back before the feet leave the wall.

INDIVIDUAL MEDLEY:

Begin with forward start. Competitors shall swim the butterfly for first quarter, backstroke for second quarter, breaststroke for third quarter, and the crawl for the last quarter. Swimmers shall adhere during each quarter of the race to the position, stroke, kick, finish and turn rules.

BREASTSTROKE:

Start is the same as freestyle. After dive and after turn, only 1 arm stroke beyond the hipline and one leg kick may be made, while the swimmer is under water. Head must break surface during the second stroke. Thereafter, some portion of the head must break the surface sometime during each stroke cycle except after the final arm pull to the turn or finish. Only breaststroke arm movement is allowed and a frog kick or whip kick must be used. Both hands must touch at the same time at both turn and finish.

BUTTERFLY:

Start is the same as freestyle. Arms must break the surface of the water at the same time and enter the water at the same time. A dolphin kick must be used; legs moving up and down together, but not necessarily in the same horizontal plane. Both hands must touch at the same time at both turn and finish.

RELAYS:

Swimmers (except number one) may be in motion on their start as long as some part of the body maintains contact with the side of the pool or starting blocks until preceding swimmer has touched.

The Athletic Commission will decide any exceptions to the stated meet rules on an individual basis as they develop.

SWIMMING

K - 8th Grade Boys & Girls

CYO SWIM CHAMPIONSHIP RECORDS:

Girls 4-6 100 IM	1:04.46	1/30/2005	Megan McCarroll - Valley Catholic
Boys 4-6 100 IM	1:08.46	2/23/2002	Connor McCarroll - Valley Catholic
Girls 7-8 100 IM	1:00.99	1/28/2007	Jessica Bottelberghe - SJ
Boys 7-8 100 IM	1:01.57	1/28/2006	Brian Stocks - Valley Catholic
Girls 4-6 100 Medley Relay	1:00.45	1/30/2005	Valley Catholic: C McCarroll, J McDonald, B Stocks, T Holstrom
Boys 4-6 100 Medley Relay	1:08.09	2/9/2003	Valley Catholic: C McCarroll, J McDonald, B Stocks, T Holstrom
Girls 7-8 200 Medley Relay	2:10.72	2/23/2008	Valley Catholic K. McCarroll, C Johnson, C Lo, A Vardhana
Boys 7-8 200 Medley Relay	2:03.76	1/30/2005	Valley Catholic C McCarroll, J McDonald, B Stocks, T Holstrom
Girls 4-6 25 Free	12.85	1/29/2005	Amy Wiley - LL
Boys 4-6 25 Free	12.18	1/28/2007	Doug Brenner - SJF
Girls 7-8 50 Free	24.80	1/28/2007	Jessica Bottelberghe - SJ
Boys 7-8 50 Free	24.18	1/28/2006	Joshua Hammes - Valley Catholic
Girls 4-6 25 Breast	15.27	1/30/2005	Megan McCarroll - Valley Catholic
Boys 4-6 25 Breast	16.68	2/9/2003	Connor McCarroll - Valley Catholic
Girls 7-8 50 Breast	32.54	1/28/2006	Megan McCarroll - Valley Catholic
Boys 7-8 50 Breast	31.16	3/2/1997	Danny Dean - OLL
Girls 4-6 50 Free	27.66	1/30/2005	Megan McCarroll - Valley Catholic
Boys 4-6 50 Free	26.75	1/28/2007	Doug Brenner - SJF
Girls 7-8 100 Free	55.83	2/24/2002	Beth Gunderson - HF
Boys 7-8 100 Free	55.05	1/26/2008	Colin Eaton - PL
Girls 4-6 100 Free	1:01.06	1/29/2006	Jean Parker - SJF
Boys 4-6 100 Free	58.97	2/9/2003	Connor McCarroll - Valley Catholic
Girls 7-8 200 Free	1:58.52	1/28/2007	Jessica Bottelberghe - SJ
Boys 7-8 200 Free	1:51.25	1/30/2005	Connor McCarroll - Valley Catholic
Girls 4-6 25 Back	15.13	1/29/2005	Elizabeth Brenner - SJF
Boys 4-6 25 Back	14.65	2/24/2002	Connor McCarroll - Valley Catholic
Girls 7-8 50 Back	29.16	2/25/2001	Beth Gunderson - HF
Boys 7-8 50 Back	26.94	1/30/2005	Connor McCarroll - Valley Catholic
Girls 4-6 25 Fly	13.39	1/30/2005	Sheila Stocks - Valley Catholic
Boys 4-6 25 Fly	13.69	2/8/2004	Brian Stocks - Valley Catholic
Girls 7-8 50 Fly	27.45	2/24/2002	Beth Gunderson - HF
Boys 7-8 50 Fly	26.58	1/28/2006	Brian Stocks - Valley Catholic
Girls 4-6 100 Free Relay	59.45	1/27/2007	St. Mary of the Valley - Valley Catholic C Johnson, L Burgess, K McCarroll, R Dela Rosa
Boys 4-6 100 Free Relay	59.04	2/24/2002	Home School - HS N Andrews, T Philo, S Miller, D Rice
Girls 7-8 200 Free Relay	1:56.63	1/9/2001	Our Lady of Lourdes - LL A. Wiley, K. Fleishauer, A. Callega, H.I Giuntini
Boys 7-8 200 Free Relay	1:46.05	1/30/2005	Valley Catholic B. Stocks, B Blankenmeister, J Hammes, C McCarroll

SWIMMING

K - 8th Grade Boys & Girls**SWIM CENTERS:****Canby Swim Center**

1150 South Ivy Street
Canby, OR 97013
(503) 266-2761

Lake Oswego School**Aquatic Center**

2455 SW Country Club Road
Lake Oswego, OR 97034
(503) 635-0302
(503) 635-0330

Molalla Aquatic Center

432 Frances

Molalla, Oregon 97038
(503) 759-7946

Mt. Hood Community College**Aquatic Center**

26000 SE Stark
Gresham, OR 97030
(503) 491-7243

Reynolds Community Swim Center

1204 NE 201st
Fairview, OR 97024
(503) 665-4494

Willamette University**Sparks Pool**

12th Street & Bellevue Street
Salem, OR
(503) 370-6379

3rd - 8th Grade Boys & Girls**DIVISIONS:**

Roadrunner: 3rd & 4th Grade
Cub: 5th & 6th Grade
Cadet: 7th & 8th Grade

CYO Track & Field teams will participate in accordance with the current National Federation Track & Field Rules, unless otherwise specified in this manual or an update.

EQUIPMENT:

1. Turbo-Javelins: 1 per 10 athletes (300 gram)
2. Shot Put: 6lb, 8lb
3. Batons: Not to exceed 11.81" (30 centimeters) in length and a minimum of 4" and no more than 5" in circumference.

GENERAL RULES:**Volunteers:**

1. Prior to the start of each meet, an announcer or team participant and parent shall read the Pre-Sport Event Prayer and Statement.
2. Each team will be responsible for providing CYO with 1 volunteer for every 10 athletes on the CYO Team Roster.

Meet Entries:

1. Team entries:
 - a. All teams must submit a Hy-Tek, Team Manager, export of the full team's athlete roster to the Track & Field Director a minimum of one week prior to the first Developmental meet.
 - b. CYO teams may enter 2 relay teams per division in each relay during Developmental meets. CYO teams may enter only 1 relay team per division in the Championship meet.
 - c. If a team has at least 1, but less than 4 Cadet runners at a meet, Cubs may run on that team's Cadet relay for that meet.
 - d. If a team has at least 1, but less than 4 Cub runners at a meet, Roadrunners may run on that team's Cub relay for that meet.
 - e. **A Cub may not run as a Cub and as a Cadet in a similar relay event, at a single meet.**
 - f. Relays count toward the maximum events for all runners involved.
 - g. **The Meet of Champions is a single meet lasting 2 days.**

Individual entries:

1. Individuals may enter a maximum of 3 individual events, a relay or 2 individual events and 2 relays; 4 events in total. If a contestant exceeds the maximum limit, all points earned by the individual (including team relay points) are forfeited.

3rd - 8th Grade Boys & Girls

2. A contestant shall not enter or compete in more than 2 distance races; 800, 1500 and 3000. If a contestant does enter or compete in all 3 distance events, all points earned by that contestant in the meet are forfeited.

Running Events:

1. Participants must start from a standing or crouching set position only. Starting blocks are not permitted.
2. A runner who commits 2 false starts will be disqualified.
3. In all running events where lanes are assigned, runner must remain in their assigned lanes with the exception of the 800M. Participants will be disqualified for interfering with runners in other lanes, including relays. Passing, in non-lane run events must occur within the designated lane lines and not inside (left) of lane 1.
4. Spikes, hard cleated shoes, shoes with soles having rigid protrusions and shoes made to take spikes or cleats are permitted only in Cub and Cadet Divisions. Roadrunners shall remain under the no spike rule.
5. It is highly recommended that matching tops and bottoms be worn by individuals from each team. This is very important in the relay events and will be required in the MOC Relay Events (teams will be disqualified if not in compliance).
6. No team member or coach is allowed to run along with, or touch, a participant during an event. Doing so will result in disqualification of the participant.
7. As a courtesy to all runners, no person shall cross the track within 75 meters of an oncoming runner or 10 meters behind a runner. Violations may be construed as interference and result in the possible disqualification of a team's runners in the event.

Field Events:

1. Turbo-Javelins are to be used in assigned throwing areas and at assigned times only. Throwing the Turbo-Javelin outside designated times/locations may result in the disqualification of the involved athlete(s) from the meet.
2. Shot Put:
 - a. All Roadrunners, all Cubs and Cadet girls will use a 6lb shot.
 - b. Cadet boys will use an 8lb shot.
3. Participants must report to field events at the scheduled/announced time. Individuals will be excused from a field event in order to compete in a running event, but must return immediately at the completion of the running event to the field event. For the High Jump, any missed heights will be considered as passes.
4. Field events, **except High Jump**, will be divided into flights of 6 - 8 participants. Participants will be allowed 3 attempts on a rotating basis.
5. Teams must supply their own throwing implements at the competitions.

3rd - 8th Grade Boys & Girls

6. High Jump: An attempt will be recorded when the competitor touches the ground or landing area, beyond the plane of the crossbar, including under the bar without clearing the bar.
7. In the Long Jump, Shot Put and Turbo-Javelin the best of 3 attempts will count.
8. The Long Jump must be marked for Roadrunners at a distance approximately 2 feet from the sand pit. Roadrunners shall not be scratched if they run over the line. They shall be measured from the point of take-off as determined by the event official.
9. If a youth cannot reach the Long Jump pit from the existing take-off mark, prior to their first jump, the athlete may request to move their take-off mark to the Roadrunner take-off board.
10. Participants in field events must complete their attempt within a 1-minute period following being called by the event official. Failure to do so will result in the attempt being counted as a scratch.

General:

1. Team scores will be recorded for the Championship and Relay meets only. Points will be awarded as follows (for 7 or more teams):

1st	2nd	3rd	4th	5th	6th	7th	8th
10	8	6	5	4	3	2	1

For the Relay Meet with less than 7 teams:

Number of Teams:	Individual Scoring:	Relay Scoring:
4	6-4-3-2-1	6-4-2
5	8-6-4-2-1	8-6-4-2
6	10-8-6-5-4-3-2-1	10-8-6-5-4-3-2-1

2. Spectators and coaches are not allowed in competition areas. This includes the track infield.
3. CYO track records may only be set at the Meet of Champions, Roadrunner Championship or CYO Relay Meet (**for CYO Relay Meet records only**).
4. The Track & Field Commission will make recommendations to the CYO Athletic Board for any exceptions to the above stated meet rules on an individual basis as they develop.
5. Eligibility-Participation in the CYO Relays is open to:
 - a. Cub and Cadet, boys and girls who compete in the Youth Division.
 - b. Adults, who are registered as team coaches or parents of athletes competing in the meet.

3rd - 8th Grade Boys & Girls

EVENT MATRIX:

The following matrix indicates which events are open to what divisions.

Event	Roadrunner	Cub	Cadet
	3-4 Grade	5-6 Grade	7-8 Grade
100 M Dash	X	X	X
200 M Dash	X	X	X
400 M Dash	X	X	X
800 M Run	X	X	X
1500 M Run	X	X	X
3000 M Run		X	X
Shuttle Relay (4 x 60 M)	X		
4 x 100 M Relay	X	X	X
4 x 400 M Relay	X	X	X
Long Jump	X	X	X
High Jump		X	X
Shot Put	X	X	X
Turbo-Javelin	X	X	X

IMPORTANT NOTE: If a coach, player or spectator receives a technical foul or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.

The Athletic Commission will decide any exceptions to the stated meet rules on an individual basis as they develop.

3rd - 8th Grade Boys & Girls

CYO TRACK & FIELD RECORDS

1A Girls 3000 Meter Run Cub	11:09.18	5/18/2008	Lauren Lykins // St. Matthew
1B Boys 3000 Meter Run Cub	10:30.24	5/17/2003	Austin Arguello // Holy Trinity
1C Girls 3000 Meter Run Cadet	10:34.36	5/21/2006	Sarah Bridges // St. Pius X
1D Boys 3000 Meter Run Cadet	9:53.34	5/16/2004	Brian Manning // Our Lady of the Lake
2A Girls 200 Meter Dash Cub	27.94	5/20/2000	Carissa Craft // Archbishop Howard
2B Boys 200 Meter Dash Cub	25.54	5/6/1995	J.R. Waller // The Madeleine
2C Girls 200 Meter Dash Cadet	26.50	5/17/2008	Dominique Keel // St. Pius X
2D Boys 200 Meter Dash Cadet	23.64	5/6/1995	Derek Brown // The Madeleine
3A Girls 100 Meter Dash Cub	13.24	5/4/2002	Jane Neiman // Archbishop Howard
3B Boys 100 Meter Dash Cub	12.34	5/6/1995	J.R. Waller // The Madeleine
3C Girls 100 Meter Dash Cadet	12.54	1990	Sara McGowan // All Saints
3D Boys 100 Meter Dash Cadet	11.61	5/18/2008	Jordan Bacon // St. Pius X
4A Girls 1500 Meter Run Cub	5:07.84	5/15/2004	Sarah Bridges // St.Pius X
4B Boys 1500 Meter Run Cub	4:49.97	5/16/2009	John Baptiste Tooley // The Madeleine
4C Girls 1500 Meter Run Cadet	4:49.17	5/16/2009	Parke Kendrick // The Madeleine
4D Boys 1500 Meter Run Cadet	4:16.84	5/16/2009	Kevin Kavanaugh // Cathedral
7A Girls 400 Meter Dash Cub	1:03.90	5/17/2009	Jasmine Gilmore // St. Matthew
7B Boys 400 Meter Dash Cub	58.66	5/18/2008	Tristan Welch // St. John the Apostle
7C Girls 400 Meter Dash Cadet	58.68	5/13/2007	Jessica Bottelberghe // St. Joseph, Vanc.
7D Boys 400 Meter Dash Cadet	54.04	5/16/2004	Taylor Morgan // Holy Trinity
8A Girls 4x100 Meter Relay Cub	54.74	5/17/2009	The Madeleine
8B Boys 4x100 Meter Relay Cub	53.54	1996	Holy Redeemer: C. Warren, E. Warren, A. White, T. Tillery
8C Girls 4x100 Meter Relay Cadet	52.14	5/16/2004	Holy Trinity: A. Beck, B. Russell, S. Imel, M. Bergmann
8D Boys 4x100 Meter Relay Cadet	47.94	5/6/1995	The Madeleine: D. Brown, J.R. Waller, J. Dreyer, H. Milton
9A Girls 800 Meter Run Cub	2:30.44	5/13/2007	Parke Kendrick // The Madeleine
9B Boys 800 Meter Run Cub	2:20.54	5/13/2007	Blaine Morgan // Holy Trinity
9C Girls 800 Meter Run Cadet	2:21.95	5/18/2008	Parke Kendrick // The Madeleine
9D Boys 800 Meter Run Cadet	2:06.00	5/17/2009	Kevin Kavanaugh // Cathedral
11A Girls 4x400 Meter Relay Cub	4:40.04	5/21/2006	St. Anthony: A. Popma, L. Pelletier, T. Rene, M. Gavin
11B Boys 4x400 Meter Relay Cub	4:30.24	5/16/2004	St. Anthony: D. Bolliger, R. Magill, C. Flax, S. Fekete
11C Girls 4x400 Meter Relay Cadet	4:16.76	5/17/2009	The Madeleine
11D Boys 4x400 Meter Relay Cadet	3:55.34	5/16/2004	St. Clare: A. Ybarra, H. Hagmeier, J. Liebrandt, M. Hedges
12A Girls High Jump Cub	4-10.00	5/15/1999	Kristen Zimmill // West Hills Christian
12B Boys High Jump Cub	5-01.00	5/17/2008	Zachary Wease // St. John the Apostle
12C Girls High Jump Cadet	5-02.00	5/17/1997	Kate Paul // St. Cecilia
12D Boys High Jump Cadet	5-11.00	5/17/2009	Marcus Yoo // Cathedral
13A Boys Shot Put Cadet	48-05.00	5/17/2003	Jordan Casey // St. Matthew
13B Girls Shot Put Cub	36-06.00	1989	Stacy Sundholm // All Saints
13C Girls Shot Put Cadet	40-04.50	5/12/2007	Anna Adamko // Our Lady of Lourdes, Vanc.
13D Boys Shot Put Cub	44-00.00	5/19/2001	Jordan Casey // St. Matthew
14A Girls Long Jump Cadet	16-11.50	5/20/2006	Kayla Greer // The Madeleine
14B Boys Long Jump Cub	17-09.00	5/8/1993	Derek Brown // The Madeleine
14C Boys Long Jump Cadet	19-06.50	5/18/2008	D.J. Napoli // The Madeleine
14D Girls Long Jump Cub	15-03.00	5/8/1993	Heather Beem // St. Joseph, Vanc.
15A Boys Javelin Throw Cub	126-05	5/22/2005	Shane Fekete // St. Anthony
15B Girls Javelin Throw Cadet	136-03	5/18/2008	Madeline Fey // St. Pius X
15C Boys Javelin Throw Cadet	182-07	5/17/2008	Pete Laskowski // The Madeleine
15D Girls Javelin Throw Cub	100-06	5/21/2005	Anna Adamko // Our Lady of Lourdes, Vanc.

3rd - 8th Grade // Girls

All CYO Volleyball teams will play according to the current guide of the National Federation High School Volleyball Rules, unless otherwise specified in this manual.

PLAYERS:

1. All teams will play a 6-player game. Suggested team size is 8 to 12 players. A minimum of 8 players must be on the Registration form.
2. Leagues will be formed from 3rd - 8th grade.
3. No jewelry shall be worn and all nails must be trimmed.

EQUIPMENT:

1. Cadet: 1 standard size, standard weight leather game ball. (6th grade will use the Volley Lite ball)
2. Cub: 1 standard size "Volley Lite" game ball.
3. Padded standards.
4. Padded referee stand, ladder or other platform.
5. Regulation net with antennae.
6. Scoring device.

GENERAL TEAM RULES:

1. The match official(s) will be responsible for starting the games on time. They are also responsible for holding a pre-match meeting with coaches to discuss CYO game rules. Officials will declare first game forfeit if a team is not ready to play or lacks the required number of participants 10 minutes after the scheduled game time. If after an additional 10 minutes, a team is not ready to play or lacks the required number of participants, the second game and the match are forfeited.
2. Each team shall provide an appropriate ball for each match. The official will decide which ball to use.
3. A coin toss shall be conducted prior to the first and third games of the match. The visiting team shall call the first game toss and home shall call the third game toss. The winner of the coin toss shall choose to either serve or choose playing side.
4. A visiting team participant and home team parent prior to the start of each match with both teams on the court shall read the pre-game prayer and statement.
5. Each team must supply a scorekeeper with the home team being the official record scorekeeper.
6. Each team must provide a competent line judge.
7. Prior to the start of each game a coach from each team will provide the scorekeeper and the official with a line-up, listing the numbers and serving order of the starting players.
8. No more than 1 head coach and 2 assistant coaches may be seated on the team bench during a match.
9. **If a coach, player or spectator receives a red card or is ejected from a game he/she must take steps to be re-instated to the CYO program. Please refer to Chapter III, Unsportsmanlike Conduct, #4 and Chapter IV, Section K, Sanctions.**

3rd - 8th Grade // Girls

THE GAME:**CUB:**

1. The net height shall be 7 feet.
2. The Volley Lite, lightweight volleyball will be used as the game ball for all Cub games.
3. **Each match will consist of 3 rally scored games allowing net serves (where the ball touches the net and continues into play). There will be no time clock. The game winner is the first team to reach 25 points rally scoring and/or leads by 2. The third game will be played to 15 points regardless of the outcome of the first 2 games. The third game will be stopped 10 minutes prior to the next scheduled match if the third game is not necessary.**
4. The server shall only hit the ball with 1 hand, fist or arm. The serving line for the Cub division will be 5 feet inside the end line along the entire width of the court. There will be a 10 foot serving line optional for 3rd and 4th graders ONLY. There will be no overhand serves allowed from the 10 foot serving line.
5. After serving 5 consecutive points, the serving team will maintain the serve but rotate 1 position.

CADET:

1. The net height shall be 7 feet.
2. The Volley Lite, lightweight volleyball will be used as the game ball for 6th graders.
3. **Each match will consist of 3 rally scored games allowing net serves (where the ball touches the net and continues into play). The game winner is the first team to reach 25 points and/or lead by 2 points. The third game will be played regardless of the outcome of the first two games. The third game will be played to 15 points, however, if the third game is not required to determine the winner, it will be stopped 10 minutes prior to the next scheduled match.**

PLAYING TIME POLICY:

The CYO philosophy stresses the total growth and development of youth through participation. CYO should be notified of any abuse of playing time policy that occurs.

Each player should play the equivalent of 1 game in the first 2 games. Some leeway will be granted to those teams with more than 12 players.

1. **Exception:** If a player is being held out of a game for any reason (injury, illness, disciplinary reasons), the coach must inform the player, parent(s), opposing coach and official before the game.

3rd - 8th Grade // Girls**OFFICIALS:**

Two officials will be assigned to all high school games. Please notify the Director of Officials first, at **(503) 206-7990** and if he's not available call the Basketball Director at (503) 519-0278 if an official does not show for an assigned game. The game should not be played without an official present.

CYO SPIKE TOURNAMENT POLICY:**Playing Time:**

Each player shall play one-half of a game (13 points by either one of the teams, but not the combined score of both teams) within the first 2 games.

Coaching Requirements:

All coaches (including head, assistants and interns) must be registered online, have completed ASEP, the Call to Protect and Concussion Management training before the regular season begins. No coaches will be able to sit on the bench without their CYO official badge. A forfeit may occur if you are in violation.

The Athletic Commission will decide any exceptions to the stated game rules on an individual basis as they develop.

1. **All Saints** // 601 NE 39th Avenue // Portland
From the west: I-84 to 39th St. exit, turn right, seven blocks south on the right. From the east: I-84 to 42nd St. exit, turn left, turn left again on 39th, seven blocks south on the right. Gym and parking in the back.
2. **Blanchet School** // 4373 Market Street NE // Salem
From Portland: Head south on I-5 to exit 256 (Market Street) and make a left at the stop light. Head east on Market Street and go past the second stop light. Blanchet's driveway is on the left.
3. **Cathedral** // 110 NW 17th Avenue // Portland
Burnside street to NW 18th, go north on 18th, right on Davis, right on 17th park in lot.
4. **Christ the King** // 7414 SE Michael Drive // Milwaukie
I-205 to Sunnyside exit, west on Sunnyside, Sunnyside turns into Harmony Road past the Toys R Us, turn right on Fuller Road. First driveway past La Salle High School on the left.
5. **Columbia Christian School** // 9101 E. Burnside // Portland
91st & East Burnside, the facility is now Cascade College, gym is toward the back. Can also be reached from 92nd and Glisan.
6. **Franciscan Montessori Earth School** // 14750 SE Clinton // Portland
SE Division to 148th, south on 148th (at Fred Meyer). School is one block on the right at the corner of Clinton St. and 148th. Gym entrance faces east at 148th.
7. **Holy Cross** // 5202 N Bowdoin // Portland
Take I-5 to Lombard exit west; left (south) on N Hodge Avenue. One block, school is on the right hand side.
8. **Holy Family** // 7425 SE 39th Avenue // Portland
Powell Blvd. to SE 39th, south to Knapp Street, gym is on the right.
9. **Holy Redeemer** // 127 N Rosa Parks Way // Portland
I-5 to N. Rosa Parks Way exit east, left at second light (Vancouver Avenue), gym is half block north on the right, pull into playground.
10. **Holy Trinity** // 13755 SW Walker Road // Beaverton
West on Hwy. 26 to Murray Road exit, south (left) on Murray Road to Walker Road, left on Walker Road, the facility will be on the left after about 1/4 mile.
11. **The Madeleine** // 3240 NE 23rd Avenue // Portland
From I-5 take Lloyd Center/Rose Quarters (exit 302A), right (east) on Weidler. Left on NE 24th, stay in left lane and go straight through signal at Broadway, continue north on 24th to NE Klickitat. From NE Fremont, turn south on 24th, 2 1/2 blocks, school is on right, the gym is upstairs.
12. **Our Lady of Lourdes** // 4701 NW Franklin Street // Vancouver
North on I-5 take 39th exit, west on 39th, right on Columbia, left of 36th, right on Franklin.

13. **Our Lady of the Lake** // 716 'A' Avenue // Lake Oswego
Macadam Avenue (Hwy. 43) south past Sellwood Bridge, road turns into Riverside Drive. In downtown Lake Oswego, take a right on 'A' Avenue to 7th; school is on the left side of 'A' Avenue and 7th.
14. **Portland Christian Junior High and High School**
12456 NE San Rafael Street // Portland
From I-84: Head east take exit 10 - 122nd Street, turn left and continue up to San Rafael, turn left and head east. The entrance is about 1/4 mile up on the left side.
15. **Portland Lutheran School** // 740 SE 182nd // Portland
From I-205 take Stark Street east to 182nd, south on 182nd. From I-84 take 181st south to Stark Street, east on Stark, south on 182nd.
16. **Queen of Peace** // 4227 Lone Oak Road NE // Salem
I-5 south, exit 252, west on Kuebler Road, north on Lone Oak Road, west on Idylwood Drive, north on Lone Oak Road.
17. **St. Agatha** // 1516 SE Miller // Portland
South on McLoughlin Blvd., right on Tacoma Street (Sellwood Bridge), west on Tacoma to SE 15th, turn right and go 3 blocks north.
18. **St. Andrew Nativity** // 4919 NE 9th // Portland
North on NE MLK Blvd. to NE Alberta Street, east on Alberta. School on right.
19. **St. Anthony** // 12645 SW Pacific Highway // Tigard
Tigard, exit south on Hwy. 99W (Pacific Hwy.) to Johnson, right on Johnson, gym is half block from the corner on the left.
20. **St. Cecilia** // 12250 SW 5th Avenue // Beaverton
Beaverton-Hillsdale Hwy./Hwy. 10 west past Hwy. 217 to Lombard, turn left (south), turn right on 5th, gym is two blocks down on left.
21. **St. Clare** // 1807 SW Freeman Street // Portland
Southbound on Barbur Blvd. to SW 19th, left on 19th, south over freeway, left on Spring Garden, school is on the corner. Or I-5 south, Barbur Blvd. exit (296A) turn right on SW Spring Garden (cross over I-5 freeway), 2 blocks to school on right. Corner of SW 19th and SW Spring Garden.
22. **St. Francis of Assisi // Roy** // 39085 NW Harrington Road // Banks
All games played at Visitation gym. (See Visitation Catholic School).
23. **St. Henry** // 346 NW First // Gresham
Take I-84 to 181st Avenue exit (13), head south to and turn left on SE Division Street, go to Eastman Parkway and turn right. Turn east onto NW 1st and arrive at the gym.
24. **St. Ignatius** // 3330 SE 43rd Avenue // Portland
Powell Blvd. east, **left on 45th**, gym is north of the church.
25. **St. John the Apostle** // 516 Fifth Street // Oregon City
Take I-205 to Park Place exit (10), go east on Hwy. 213, take first right on Washington Street (southbound), approx. 1.5 miles, up the hill to 5th Street.
26. **St. John the Baptist** // 10956 SE 25th // Milwaukie
From north/west: McLoughlin Blvd. south (99E south), left on Monroe, right on 25th. From east: Hwy. 224 left on Monroe, left on SE 25th. (Parking behind school only. Enter on SE Washington).
27. **St. John Fisher** // 7101 SW 46th Avenue // Portland
Take I-5 to Multnomah Blvd. (exit 296B), west on Multnomah, right (north) on SW 45th Avenue, turn left (west) on SW Nevada Street (directly across from tennis courts at Gabriel Park).
28. **St. Joseph** // 373 Winter Street NE // Salem
I-5 South, exit 260A (Salem Parkway), west on Salem parkway, south on Commercial Street, east on Center Street, South on Winter Street or exit 256 (Market Street) east on Market Street for 3 miles left on Winter Street, gym on Cottage Street.
29. **St. Joseph** // 6500 Highland Drive // Vancouver
From west: I-5 north to Washington State Hwy. 14 east (Camas exit) east on Hwy. 14 to the third exit Evergreen Blvd. (3), take right and proceed around and across the freeway, at stop take right (east on Evergreen), left on Andresen up the hill, left on Highland, school is on the right past the church. From east: I-205 north to Vancouver Hwy. 14 exit westbound. Evergreen Blvd. (exit 3), right on Andresen up the hill, left on Highland, school is on the right past the church.
30. **St. Mary School** // 1066 N Sixth // Stayton, OR
I-5 south, exit 253, east on SR-22 (SR99), south on Cascade Hwy., south on 1st Avenue, east on Washington Street, north on 6th.
31. **St. Matthew** // 221 SE Walnut Street // Hillsboro
Take the Glencoe Road/N. Plains exit 57. Go south to Walnut Street and turn east. Head one block to 2nd Street (go left) and gym is on the right.
32. **St. Pius X** // 1260 NW Saltzman Road // Portland
Hwy. 26 west to Cedar Hills Blvd. exit 68, right on Cedar Hills, left on Barnes Road (first light). Continue on Barnes Road (will turn into Saltzman Road as you cross Cornell Road.). About 3 blocks later St. Pius is on the right. Gym is in upper lot.
33. **St. Stephen** // 4235 SE Salmon Street // Portland
I-84 east to 39th Avenue exit. Turn right on 39th, left on Salmon. Or I-84 west to 42nd Avenue exit. Turn left Halsey Street, stay in lefthand lane. Turn left on 39th, left on Salmon.
34. **St. Therese** // 1260 NE 132nd // Portland
I-205 to Glisan Street exit, east on Glisan, north on 131st. (131st turns into 132nd) or I-84 to Halsey east to 132nd, south on 132nd.
35. **St. Thomas More** // 3521 SW Patton Road // Portland
West on Hwy. 26, take Sylvan exit, proceed south on Scholls Ferry Road, east (left) on Humphrey Road (2 miles of windy road), right at the 4 way stop on to Patton Road. Right on Greenleaf - CYO gym parking on the upper playground (2nd driveway on the right).

36. **St. Vincent de Paul** // 1015 Columbia Street NE // Salem
I-5 south, exit 258, south on Portland Road (Fairgrounds Road), west Columbia Street.
37. **Valley Catholic School // Eagle Gym & Valiant Gym**
4440 SW 148th Avenue // Beaverton
Hwy. 217 to Canyon Road/Hwy. 8 exit, west on Canyon Road left on Murray Blvd., right on Farmington Road, right on 148th to near the end of street, left into High School parking lot.
38. **Visitation School** // 4189 NW Visitation Road // Forest Grove
Take Hwy. 26 to North Plains exit, head south on NW Glencoe Road toward NW Beach Road (1.3 miles), turn right onto NW Zion Church Road (2.02 miles), NW Zion Church Road becomes NW Cornelius Schefflin Road (1.64 miles), enter next roundabout and take the first exit onto NW Verboort Road. Pass through one roundabout (1.02 miles) and turn right onto NW Visitation Road (.03 miles).
39. **West Hills Christian** // 7945 SW Capital Hill Road // Portland
Barbur Blvd. southbound right on SW Capital Hill Road (just before the Safeway) approximately 5 blocks to school left hand side. Or I-5 (south) Barbur Blvd exit (296A), turn right (north-bound) on Barbur at first light turn left on SW Capital Hill Road past Safeway on left, approx. 5 blocks to school on left hand side.

MIDDLE // HIGH // COLLEGE GYMNASIUMS & OTHER SITES

1. **Alder Creek** // 13801 SE Webster Road // Milwaukie, OR 97267
Take I-205 south to exit 13 (OR-224 W toward Milwaukie). Turn left at SE 82nd Drive and continue to follow OR-224. Turn left at SE Webster Road.
2. **Blanchet High School** // 4373 Market Street NE // Salem
From Portland: Head south on I-5 to exit 256 (Market Street) and make a left at the stop light. Head east on Market Street and go past the second stop light. Blanchet's driveway is on the left.
3. **Canby Swim Center** // 1150 S. Ivy Street // Canby, OR 97013
Head I-205 South to exit 9, OR-99E toward Gladstone/Oregon City. Turn left at McLoughlin Blvd/OR-99E and continue ahead. Turn left at Canby-Marquam Hwy/S. Ivy Street and arrive at destination.
4. **Central Catholic High School** // 2401 SE Stark Street // Portland
Take SE Stark east to 24th (or west to 24th) one block north on 24th. Gyms (old & new) are on the right, one block north.
5. **Century High School** // 2000 SE Century Blvd. // Hillsboro, OR 97123
Take Sunset Highway/US-26 west toward Beaverton. Take exit 69A and merge onto OR-217 south toward Tigard/Beaverton. Take exit 2A for OR-8 / Canyon Road / OR-10 toward Beaverton. Turn right at SW Canyon Road / OR-8 and continue on. Turn right at SE Century Blvd.
6. **Clackamas High School** // 14486 SE 122nd // Clackamas, OR 97015
Take I-205 to Sunnyside exit 14. Turn east onto Sunnyside Rd. and head up to 122nd. Turn right at 122nd and arrive at destination.

7. **Columbia River High School**
800 NW 99th Street // Vancouver, WA 98665
On I-5 north, take exit 5 for NE 99th Street and turn left.
8. **Corbett High School // 35800 E. Historic Columbia River Hwy. Corbett, OR**
Take I-84 East (from Portland) to exit 22 toward Corbett Hill Rd. Turn right at NE Corbett Hill Rd. Turn right to stay on NE Corbett Hill Rd. Slight right at E. Historic Columbia River Hwy. School will be on the left. The football field is located behind the school.
9. **Jesuit High School** // 9000 SW Beaverton-Hillsdale Highway // Portland
From Hwy. 217 go east on Beaverton-Hillsdale Hwy. (Also Hwy. 10), High School is on the right hand side.
10. **Lake Oswego School Aquatic Center**
2455 SW Country Club Road // Lake Oswego, OR 97034
Take I-5 south to exit 297 toward Terwilliger Blvd. Merge onto SW Barbur Blvd. Turn right at SW Terwilliger Blvd. Slight right at SW Boones Ferry Rd. (Signs for Lake Grove via Boones Ferry Rd.) Turn left at Country Club Rd. and arrive at destination.
11. **La Salle High Prep** // 11999 SW Fuller Road // Milwaukie
Take I-205 to Sunnyside exit, west on Sunnyside, Sunnyside turns into Harmony Rd. past the Toys R Us, right at Fuller Rd.; school is on the left a half-mile.
12. **McLoughlin Middle School** // 5802 MacArthur Blvd. // Vancouver, WA 97661
Take I-205 to exit 27 for WA-14 W. toward Vancouver. Continue following and merge onto WA-14 W. Take exit 3 to merge onto E. Evergreen Blvd. Turn right at S. Andresen Rd. Turn left at MacArthur Blvd. and arrive at destination.
13. **Milwaukie High School** // 11300 SE 23rd Avenue // Milwaukie, OR 97267
Head south on SE McLoughlin Blvd., turn left on SE Washington Street, and go 3 blocks. School is on the right.
14. **Molalla Aquatic Center** // 432 Frances // Molalla, OR 97038
Take I-205 to exit 10 toward Molalla (OR-213). Merge onto OR-213. Turn left at S. Molalla Rd. Turn left at Frances St. and arrive at destination.
15. **Mount Hood Community College**
26000 SE Stark Street // Gresham, OR 97030
Head east on I-84. Take exit 16/238th Drive/Wood Village and turn right. Continue on and it will turn into 242nd Drive. Turn left at SE Stark Street. I-5 to N. Lombard - west on Lombard to N. Central, right to school.
16. **Normandale Park** // NE 57th & NE Halsey // Portland, OR 97213
Take I-84 east to exit 2 (39th Avenue). Turn left at NE 39th to Halsey St. Turn right on Halsey and follow up to 57th.
17. **Portland Christian High School**
12456 NE San Rafael Street // Portland, OR 97230
From I-84: Head east take exit 10 - 122nd Street, turn left and continue up to San Rafael, turn left and head east. The entrance is about 1/4 mile up on the left side.
18. **Regis High School** // 550 Regis Street // Stayton
I-5 south, exit 253, east on SR-22 (SR99), south on Cascade Hwy., south on 1st Ave., west on Regis St.

GYMNASIUMS & SITES

- 19. **Rex Putnam High School** // 11250 SE 27th Avenue // Milwaukie, OR 97267
Head south on McLoughlin Blvd. Turn left at SE Washington Street. Turn right at SE 27th Avenue.
- 20. **Reynolds Community Swim Center** // 1204 NE 201st // Fairview, OR 97024
Take I-84 east to exit 14. Turn right at NE Fairview Pkwy. Head to NE Halsey and turn right. Go down to NE 201st and turn left.
- 21. **Roosevelt High School** // 6941 N. Central // Portland
Take I-5 north to exit 305B for US-30 (By-Pass/Lombard St. W). Merge onto N. Lombard. St. Turn right at N. Ida Avenue. Turn left at N. Central St.
- 22. **Sellwood Park** // SE Seventh & Miller // Portland, OR 97202
Head south on McLoughlin Blvd. Exit onto SE Milwaukie Avenue toward Westmoreland. Turn right at SE Bybee Blvd. Continue on SE 13th Avenue. Turn right at SE Sellwood Blvd. SE Sellwood Blvd. turns left and becomes SE 7th Avenue.
- 23. **St. Mary's Academy** // 1615 SW Fifth Avenue // Portland
Downtown Portland off Jefferson, from the west Hwy. 26 to City Center exit, right on Fifth, or from north: I-5 to 405 exit on 4th Ave.
- 24. **Valley Catholic High School // Valiant Gym**
4275 SW 148th Street // Beaverton
Located on the St. Mary of the Valley campus. Hwy. 217 to Canyon Rd./Hwy. 8 exit, west on Canyon Rd. left on Murray Blvd., right on Farmington Rd., right on 148th to the end of the street.
Near the end of the street turn left into the high school parking lot.
- 25. **University of Portland**
5000 N. Willamette Blvd. // Portland, OR 97203
Take I-5 north to exit 302C and merge onto N. Greeley Avenue toward Swan Island. Turn left at N. Rosa Parks Way to end of road, go slight right at N. Willamette Blvd. Turn left at University.
- 26. **Westmoreland Park** // SE McLoughlin & Bybee // Portland, OR 97202
Willamette University // Sparks Pool
12th Street & Bellevue Street // Salem, OR
Head I-205 south to exit 253 for OR-99E toward Stayton/Detroit Lake. Turn right at OR-22. Take the ramp. Keep left at the fork.

CATHOLIC YOUTH ORGANIZATION / CAMP HOWARD

825 N.E. 20th, Suite 120, Portland, Oregon 97232

Phone: 503-231-9484 • FAX 503-231-9531

General Incident Report

To Be Completed by Certified Athletic Director, Coach or Site Official

NOTE: THIS FORM IS TO BE USED FOR VIOLATIONS OF THE CYO "CODE OF CONDUCT". THIS REPORT SHALL BE FILED WITHIN 24 HOURS TO CYO

Incident Date _____ Time _____ Location _____

Person involved in the incident _____ Coach Participant

CYO Club _____ Sport _____ Grade _____ Sex _____

Name of Parent or Guardian _____

Address _____

City _____ State _____ Zip _____ Phone # _____

Description of Incident _____

How did Incident happen? _____

What was the person doing when the incident took place? _____

Where did Incident occur? Address _____

City _____ State _____ Zip _____

Witness #1 _____ Witness #2 _____

Name _____ Name _____

Address _____ Address _____

City, State, Zip _____ City, State, Zip _____

Phone _____ Phone _____

Name of Site Official _____ Name of Game Official _____

Phone _____ Phone _____

Police / Fire Dept. _____ Name of Officer _____

Phone _____ Phone _____

Report Completed By: Name _____ Phone _____

DO NOT WRITE IN THIS BOX

Date Received	Commission Receipt	Rules/Compliance Receipt
Copy To Club AD	Commission Review	Rules/Compliance Review
Club Action	Commission Action	Rules/Compliance Action

ATTACH SEPARATE SHEETS FOR ADDITIONAL COMMENTS

CATHOLIC YOUTH ORGANIZATION / CAMP HOWARD
 825 N.E. 20th, Suite 120, Portland, Oregon 97232
 Phone: 503-231-9484 • FAX 503-231-9531

Property / Personal Injury Incident Report

To Be Completed by Certified Athletic Director, Coach or Site Official

NOTE: CYO / CAMP HOWARD DOES NOT PROVIDE ACCIDENT-MEDICAL INSURANCE. PARTICIPANTS ARE RESPONSIBLE FOR THEIR OWN INSURANCE. SHOULD EMERGENCY SERVICES BE REQUIRED, THE PARENT / GUARDIAN'S INSURANCE COVERAGE SHALL BE RESPONSIBLE.

THIS REPORT SHALL BE FILED WITHIN 24 HOURS TO CYO

Incident Date _____ Time _____ Location _____

Person or property involved in the incident _____ Age _____

Address _____

City _____ State _____ Zip _____ Phone # _____

Name of Parent or Guardian _____

Address _____

City _____ State _____ Zip _____ Phone # _____

Person involved in the incident _____ Coach Participant

Name of Coach _____ CYO Club _____

Sport _____ Grade _____ Sex _____

Were the youth's parents present at time of accident? Yes No

Were the youth's parents or legal guardians notified? Yes No By whom _____

Name of Primary Health Insurance Company: _____

Name of hospital if transported to hospital: _____

Description of Incident / Injury _____

How did Incident / Injury happen? _____

What was the person doing when the accident took place? _____

Where did Incident / Injury occur? Address _____

City _____ State _____ Zip _____

Witness #1 _____ Witness #2 _____

Name _____ Name _____

Address _____ Address _____

City, State, Zip _____ City, State, Zip _____

Phone _____ Phone _____

Name of Site Official _____ Name of Game Official _____

Phone _____ Phone _____

Was First Aid Administered? Yes No If yes, by whom? _____

Please describe the type of First Aid provided _____

Police / Fire Dept. _____ Name of Officer _____

Phone _____ Phone _____

Was Ambulance called? Yes No Ambulance Service _____

Report Completed By: Name _____ Phone _____

ATTACH SEPARATE SHEETS FOR ADDITIONAL COMMENTS

CATHOLIC YOUTH ORGANIZATION / CAMP HOWARD
 825 N.E. 20th, Suite 120, Portland, Oregon 97232
 Phone: 503-231-9484 • FAX 503-231-9531

EVENT NOTIFICATION
 NOTE: THIS FORM SHALL BE COMPLETED BY COACHES WHEN PARTICIPATING
 IN ACTIVITIES OUTSIDE OF REGULAR CYO LEAGUE / OR TOURNAMENT PLAY

Sport	Grade	Sex	Type of Event	Date	Time	Number of games
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Are Officials present? Yes No Travel Arrangements Private Public

Are All Participants CYO Members? Yes No

If No – Have all non-members and parents signed the Annual Permission Participation Agreement? Yes No

Coach shall submit signed Annual Permission Participation Agreements for
 Non-CYO Members to Athletic Director BEFORE NON-MEMBER PARTICIPATION.
 COST FOR NON-MEMBERS IS \$10.00 AND MUST BE PAID TO ATHLETIC DIRECTOR.

Date Submitted to Athletic Director _____ Signed: _____ Coach



Catholic Youth Organization / Camp Howard
Oregon Plaza Building
825 NE 20th Avenue, Suite 120 • Portland, Oregon 97232-2295
503-231-9484 • Fax 503-231-9531
www.cyocamphoward.org