



# Athletic Director Overview

Updated July 2023

**CYO Sports Manual**  
Found in multiple locations at [www.cyocampoward.org](http://www.cyocampoward.org).

Organizational Structure  
Job Description of the Board

Job Description of the AD

Sport Specific Sections

Directions to the Facilities

Mission & Philosophy of CYO

Pre-Sport Statement & Pre-Sport Prayer for Parents (back cover)

CYO Club Board

CYO Volunteer Coach

**\*Contact CYO BEFORE you dismiss a coach or player.**

Insurance – All

Event Notification - fundraising, open gyms, outside tournaments, scrimmages

Pre-Season Meeting

1. Code of Conduct - Parent/Spectator Behavior
2. Concussion Laws - Oregon / Washington
3. Injuries and how to report
4. Coach/Team expectations

Playing Time - check sport specific section beginning on

Division of Teams – Kids playing up a grade

National Federation Rule Book (Required for all Head Coaches)

\*Unless otherwise stated in the CYO Sports Manual, CYO goes by the NFHS Rules.

Communicate to CYO through CYO Athletic Director not directly to CYO.

\*Comments, concerns, and complaints must be made in writing

CYO Event Volunteers

CYO Clubs and Associate CYO Clubs

Associate Club = no contractual relationship with CYO // you volunteer for your school

Clubs/Regions = contractual relationship with CYO // You volunteer for CYO

Sanctions – Technical fouls, Ejections, Unsportsmanlike Conduct

Payments/Refunds

Post-Season Championships and Jamboree events are "Invitation only."

Player Eligibility & Exceptions

### **Athletic Director Responsibilities/Requirements**

You are the liaison between the CYO Office and your school and parish community. It is imperative for the success of all Club programs that you make your community aware of the communication process and all programs we have to offer.

Communicate/Promote sport registration dates, fees, etc.

Have pre-season Coaches Meetings and make sure your Coaches have their parent/player pre-season meeting. Everyone must go over the Code of Conduct, Mission & Philosophy of CYO, Concussion Management and your Club expectations.

Note: Coaches should be aware of all requirements/certifications and must have their badge before they are able to practice or coach.

Coaches are not allowed to penalize kids for attending religious education classes, youth group, sacramental classes etc. instead of practices. They are also not allowed to penalize kids that may participate in two CYO sports; for example – swim and basketball.

No practices or events may be held on Holy Days of Obligation or on the day/evening of the CYO/Camp Howard Champions of Faith Benefit Event. ADs should not allow their gyms to be open or practices scheduled to avoid conflicts during above events.

Comments/Concerns/Complaints: If someone has a comment/concern/complaint regarding CYO, it must be put in writing and submitted to you, then to the Director of Communication – not directly to the Sport Director or the CYO Office. See the CYO Sports Manual for more information.

ADs are required to complete several forms at the beginning of the season for their Club to be in compliance with CYO policies and procedures.

- \_\_\_ Athletic Director Independent Contract Agreement
- \_\_\_ Athletic Director Contact Information
- \_\_\_ CYO Background Check (CYO will run)
- \_\_\_ Club Board List
- \_\_\_ Club Minutes (throughout season)
- \_\_\_ Gym Availability Spreadsheet
- \_\_\_ Facility Use I & II Forms – signed by your parish or school facility representative.
- \_\_\_ Must get a background check.
- \_\_\_ C.A.S.E. or the previous course, Called to Protect

If you would like to have an official CYO AD badge, which will allow you to sit on the bench in an emergency (i.e., if you don't have a coach available for a game) you must complete the additional items below:

- \_\_\_ Concussion Management
- \_\_\_ ASEP (American Sports Education Program)

We also recommend you do these certifications so you have an idea of what your coaches must go through and are able to better assist them.

### **Philosophy of CYO Sports**

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 every 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.

**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.

### **Club Accounting**

CYO banks with Umpqua Bank. Each Club has deposit slips and endorsement stamps (for checks) with their club's name. Associate Clubs bank within their own organization. Any form that relates to Associate Clubs will be indicated.

**CHECK REQUEST FORM** (for expenses & reimbursements) - CYO will process all Club check requests on a weekly basis. Clubs must submit a check request form electronically to the CYO business office and include required backup paperwork, ex: reimbursements must have receipts with date, store name, item details and amount paid.

\*\*\* Normal timeline for checks is 7 - 10 business days.

\*\*\* This is a password protected form. **Password is cyoad**

- a. Checks must be requested using the Check Request form available on the website. Email to: [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)
- b. For reimbursements or payments to oneself, the Check Request form and backup documentation must be emailed to at least two listed board members while cc'ing [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org) and requesting that one of the board members REPLY ALL their approval before the check will be processed.

**REFUND REQUEST FORM** – Refund Request forms are available online if you wish to cancel and/or refund participants. This is for sport registration fees only. Refunds will be processed within the registration system and will be refunds to the original credit card used when the registration was completed.

\*\*\*\* This is a password protected form. Password is **cyoad**

- a. No refunds of the CYO participant fee after team registration.
- b. You may choose to refund any amount from your Club Account funds but you will still be assessed the CYO participant fee for that player if they are on a submitted roster at team registration.
- c. Email Refund Request forms to: [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)

**CLUB SPONSORED AID REQUEST** – APPLIES TO **ASSOCIATE CLUBS** - When your Club wants to offer a discount or cover the cost of registration fees for a participant using your club's funds, complete this form to request a COUPON CODE to use at the time of registration. The form is available online. One form per child, per sport.

Use this form also if the participant is already registered. Email to [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org).

**DEPOSITS** – Make them at any Umpqua Bank with your Club's deposit slips.

- a. Fill out **CYO Deposit Detail excel spreadsheet**, found online.
- b. Fill out Umpqua Bank Club Specific Deposit Slip.
- c. Make deposits at any Umpqua Bank (or Columbia Bank).
- d. Do not forget to Email CYO Deposit Detail Spreadsheet to [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)  
\*\*\*Please do not change the format from Excel.

**GATE MONEY** - If you host any CYO tournament games/events, entry fees must be collected. *This is a great way to raise money for your Club!* Gate fees should be deposited no later than one week following the tournament, making sure to follow DEPOSIT guidelines above.

- a. **CLUBS:** Count the total money from the tournament. Fill out the Umpqua Bank Deposit Slip as well as your CYO Deposit Detail Excel spreadsheet indicating the SPORT/EVENT NAME. Deposit the **full amount** at Umpqua Bank and submit your deposit detail to: [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org).  
**We will put half of the proceeds into your Club account.**
- b. **ASSOCIATE CLUBS:** Count the money from the tournament. The **full amount** must be BROUGHT TO THE CYO OFFICE. CYO will then issue you a check for half of the proceeds.

**FINANCIALS** – Our fiscal year end is August 31<sup>st</sup>. The organization annual audit takes place in the fall/winter, and we need all your Club accounting information complete and up to date to help us through this process.

CYO Business Director, Cathy Foy, provides club financial updates throughout the year. Please send requests to [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org).

**CYO Fee Schedule:** Publication of the fee schedule for sport fees will be in the Spring preceding the new season of CYO sports.

CYO charges fees per individual participant per sport (aka CYO Participant Fee) and per team for tournaments.

- There is a per sport fee for coaches which covers CYO expenses which include, but are not limited to: background checks, insurance, CYO Sports Manual, coach badging & administration.
- **SETTING YOUR CLUB'S SPORT FEE** - When deciding your "Club's Sport Fee", make sure it is more than the CYO Participant Fee to ensure you are covering ALL YOUR expenses. CYO will bill after team registration and will reconcile coaches and additional players at the end of the season. CYO will bill Clubs monthly for tournaments.

The following are some typical expenses to consider.

- Coach fee - \$40 per season per Sport
- ASEP reimbursement - \$35 for 1<sup>st</sup> time only CYO coach
- Facility Rental – payment for gym/field/track/pool rentals
- Uniforms
- Sports equipment, i.e.: balls, nets, javelins, etc.
- Sports supplies, i.e.: scorebooks, first aid kits, cold packs, etc.
- Site Monitor – does your facility pay a Site Monitor?
- High School Scholarships - from your Club to your participants, ex.: 8<sup>th</sup> grade awards
- Coach "Thank You" gifts
- End of season party
- Discounts - to your coaches or board members applied to sport registration fees
- AD compensation, stipend or per registration fee
- Tournament fees – does your club roll the cost of the tournaments into your Club Sport Fee, or do you have coaches collect from parents during the season? What has been your CLUB'S policy regarding tournament fees?
  - Do you cover all tournaments?
  - Volleyball has a pre-season Challenge, mid-season Invitational and the Championship event.
  - Hotshots has an end of season tournament.
  - Basketball has a pre-season Jamboree and the Championship event.
  - Make sure you communicate with coaches and let them know that they may register online for a tournament but need to pay by credit card themselves or "My Club will cover the cost."

Here are some of the forms that are available on the website under [Ads < Forms Downloads](#).

CYO Refund Form

CYO Club Sponsored Aid Form

CYO Club Year End Assessment Form

I9 & W4 Forms

CYO Check Request

CYO Deposit Detail Form

Time Sheet

## **Sports Online Registration**

CYO uses TeamSideline for online registration. The AD will be granted permission for an admin log in to use the system. **It is highly recommended that you do not use your family member account for Club AD duties. Keep them separate.**

Set up of sport registrations starts with the AD submitting responses per sport via the Google Form that Connor Garcia emails. One complete response per sport that your club will be hosting is needed.

Email Connor at: [connorg@cyocamphoward.org](mailto:connorg@cyocamphoward.org) with questions, changes, etc.

After receipt of the Google form response, CYO will set up your club's sport specific registration, exception registration, and coach registration online forms as well as update each sport's webpage with the details you provided via the Google form. The AD will be sent an email requesting a review of the registration details and webpage before the sport goes live to begin receiving registrations. Registration for your club's sport will not go live until the AD confirms that the information is correct.

Included in the registration forms are 14 waivers such as Annual Permission & Participation Agreement & Registration, Code of Conduct, Consent to Photographs, & Concussion Agreement. It is important that all participants complete a registration before participation.

*Parents/Players must agree to all terms and conditions to participate.*

### **Team Registration**

Assign all players and coaches to teams.

Make an appointment to officially register your "volleyball, hot shots and basketball teams" with CYO. Cross Country, Swim, and Track & Field teams do not require an appointment. Check calendar for specific dates.

Coaching badges, sport manuals and NFHS rulebooks will be available for pick up at that time.

Turn the Team on for coaches and players. Must have a coach and a player assigned to the roster.

- Coach can see what players are assigned to their team and may communicate with the team, parents, and enter calendar items using TeamSideline Team.

### **Coaches Registration Overview // CYO Official Badge**

Athletic Directors turn in a list of names of coaches that are approved to coach at your club. Coach certifications will not be processed until a list of coach names is received at the CYO office. This list is your club's authorization that a person is approved to coach with your club and the coach fee will be assessed to your club at the end of the season. If a coach has an infraction from a previous year, CYO will let the AD know.



Email coach list to [jennab@cyocamphoward.org](mailto:jennab@cyocamphoward.org)

Coaches must complete a registration for each sport they are coaching through the [CYOCAMPHOWARD.ORG](http://CYOCAMPHOWARD.ORG) website as well as all certifications. Step-by-step guide on our website under "Coaches" then "Certifications."

Intern coaches are all high school youth students through the age of 17. They must complete all the coach requirements, except for the background check. An intern coach MAY NOT be left in charge or alone with a team during practices or games; this includes sitting on the bench by themselves during a game, without a head or assistant coach present and on the bench.

Everyone that coaches and/or sits on the bench is required to wear their own official current CYO issued badge during games and practices. CYO Coach badges are not to be shared for any reason. Generally, the coach badges may be picked up at your Team Registration Appointment with CYO and/or coaches can come pick them up at CYO if the badge is ready. It is suggested they call the CYO office at 503-231-9484 before they arrive.

#### Coaches Registration

All CYO coaches (Head, Assistant & Intern) must complete a registration for each sport they want to coach. Coaches must be registered with a unique email address.

#### Head Shot in Member Account (First time they register for coach)

CYO Badges must have a head shot/photo of the coach. The head shot must be bold and follow certain criteria prior to a badge being produced. Head shots must be up close, no sunglasses or costumes, no other family/friends or animals in the head shot. Once a picture is in the registration system, it will be pulled forward to future coach registrations. Pictures that are too dark cannot be used.

#### Background Check – (Annual requirement with CYO based on school year)

All Coaches, (Head, Assistant, & Team Aid) and Athletic Directors must agree to a background check. This is included in the coach registration.

#### ASEP / American Sports Education Program – [One time requirement]

All CYO coaches, (Head, Assistant & Intern) must be certified in ASEP (American Sports Education Program) before they are allowed to coach with CYO. This course is only available online for \$35. Your club may choose to reimburse this fee.

#### C.A.S.E. / Creating A Safe Environment – [One time requirement for CYO]

All CYO coaches, (Head, Assistant & Intern) must completed the C.A.S.E. training before being allowed to coach with CYO. You can take this course through any local Catholic parish/school in Oregon or at the CYO office. If a coach has taken the course previously, they can provide their certificate to satisfy this requirement. CYO will publish a schedule for online training offered by the CYO office. – Only 5 people can attend a class each session

#### Concussion Management Certification – [Annual requirement based on school year]

All coaches, (head, assistant & intern) must be certified in Concussion Management Training per the law according to the state in which they coach, i.e., Oregon or Washington.

Oregon coaches are directed to watch the NFHS video annually and take the test. They must register in the NFHS website and log-in to participate. Once they have completed the course, their information will

be kept in the NFHS database. They should print the certificate of completion to ensure the website recognizes the course has been completed. If a coach's name is different than what was used on their sport registration, they should let CYO know immediately.

Washington coaches are required to watch the Concussion video, available online. The coaches are required to have a pre-season meeting to discuss Concussion Management with Parents/Guardians and children. Everyone will receive an information sheet including signs and symptoms of concussion/brain injury from the coach.

Vaccination – Coaches/Volunteers no longer are required to have the COVID-19 vaccine.

Club Sports Coordinators need a background check and C.A.S.E. (Called to Protect) – even if they don't coach.

### **How to Register Your Teams for the Season**

Check the CYO calendar for all registration date/periods. Volleyball, Hot Shots and Basketball will require in-person registration appointments. First, determine when you will have all your teams set with coaches, enough players, exceptions processed, and coaches cleared. You must have an appointment with the CYO office during the registration period to officially register your teams for that sport season.

Contact the CYO office and make an appointment.

Before registration appointment:

- Make sure all Exceptions have been processed so they are on your roster. Associate Clubs do not have Archdiocesan Boundaries but should not take players from across town.
- Make sure all coaches have been cleared to be processed.

What to bring to the Registration meeting.

- Team rosters for each team; including registered coach(s) player name, grade, school, parish, exception player(s) noted, and league choice selected. (Volleyball & Basketball Only)
- An email from the Coach verifying league choice for the season is required for volleyball and basketball. (Commission makes final decision about league)
- You will receive coach badges for those that are certified, NFHS rule books (one per team) and CYO Sports Manuals to distribute to your coaches.
  - Teams must have at least one certified coach on the roster.
  - Teams must have the minimum number of required participants to register. (8 per roster for volleyball and basketball)

Player and Coach Adds (after team registration date has passed)

- Don't forget to check and update your teams throughout the season! We need to make sure they are correct for the Championships.
- If you add players or coaches or if kids drop from the team, it is your responsibility to notify the CYO office.
- CYO charges by player registration, once they are officially registered with CYO, you will be charged for that player – even if they drop. You cannot swap one dropped player registration for another new player registration after the teams have been registered.
  - When assigning players/coaches to a team after you have officially registered them with CYO, make sure to notify the office with the name of the kid/coach you have assigned and to what team.
- You will be billed for all players at the time of your registration appointment with CYO.
- Any additional players will be charged for by the end of the season.
- Coaches will be billed for after the end of the season.

#### NOTE: SWIM & TRACK

- It is very important that you connect with the head coach and/or software administrator regarding the participant registrations.
- What we've found is kids get added to the Athletic.net system, but never register or pay in the TeamSideline system; therefore, never agreeing to the terms and conditions of the CYO program – leaving us with a huge liability.
- CYO verifies participation using the results reports weekly throughout the season and reconciles this by the end of the season with TeamSideline.
- You will be notified and charged for any participants that were in Athletic.net and participated in meets but were never registered or paid for in TeamSideline.

### **Uniforms**

CYO uses the National Federation of High School rules for uniform requirements.

1. Need to be reversible with white (Home Team) (FOR BASKETBALL)

2. Numbering must conform to NFHS standards, no jersey number can contain a digit higher than 5. (FOR BASKETBALL)
3. T-shirt must match color of jersey. (FOR BASKETBALL)

**Contact CYO before any uniforms are ordered to verify, they comply with all standards.  
([jennab@cyocamphoward.org](mailto:jennab@cyocamphoward.org))**

All jersey numbers must be entered into TeamSideline prior to the first game of the regular season. (basketball & volleyball)

Any logo design must be approved by CYO.

\*CYO encourages the school's name on the front of jerseys for marketing in pictures, etc. Easy way to identify appropriate club in photos.

### **CYO / NFHS Rules**

ADs must share with their coaches and families the new sports rules implemented each year and existing CYO rules.

- Minimum playing time
- Jersey/ Uniform requirements
- Jewelry restrictions

### **Rescheduled/Forfeited Games**

If a team is unable to make the regularly scheduled game, that game is recorded as a forfeit and the game is cancelled. Cancellations should be made no later than 5:00pm the Sunday before the scheduled game, when possible. Game times may be adjusted to schedules for early cancellations.

Teams do not need to reschedule a game when a forfeit has occurred. However, if the game is rescheduled, the score of the game will be updated after the game is played, and fees will be assessed to the forfeiting team to cover all necessary rescheduling costs.

### **CYO SITE MONITORS:**

**Qualifications: Must be at least 21 years of age.**

**Ability to work well with public in a kind, yet firm manner.**

**Able to remove individuals from sport area if required.**

**Follow all rules and regulations according to the current CYO Sports Manual.**

CYO Site Monitor duties include but are not limited to the following:

1. Open facilities at least 30 minutes prior to the first game of the day. Inspect court/gym conditions and first aid equipment.
2. Site Monitors shall wear a CYO Site Monitor Badge around their necks to help identify themselves to visitors.
3. Site Monitors shall have Property/Personal Injury & Incident Reports, General Incident Reports and the current CYO Sports Manual on hand.
4. Introduce officials to coaches and maintain decorum in the gym with coaches, players, and spectators.
5. Always provide supervision of the game and site. Remove all unauthorized people from restricted areas.
6. Facilitate the team prayer & statement, lining up players & coaches from both teams on the court facing the fans and quieting spectators. A player from the home team shall read the pre-game prayer and the designated Site Monitor shall read the pre-game statement.
7. Mop Floor: wet mop at beginning of the day and dry mop (dustmop) between each game.
8. Enter field of play at any injury (following injury procedures) and file all incident/accident reports in writing through your Athletic Director as needed and advise coach to also file report. (See Injury & Incident Report forms at back of book or on the CYO website).
9. Inform coaches of respective spectator and participant behavior, reminding them they are responsible for their players and fans.
10. Assist game officials, incoming teams, coaches, and fans. Direct coaches and teams to their proper bench. Make sure they have a scorekeeper and timekeeper.
11. Facilitate continued movement of the games and make sure to start games on time.
12. Handle complaints as needed.
13. Be aware of location of first aid kits with ice packs and bloodborne kits and properly clean-up for any blood on the floor.
14. Inspect facility as required by the facility provider; this includes halls, bathrooms, and playgrounds.
15. Follow posted clean up duties as required by the facility provider.
16. Check to make sure all doors are locked to all areas; and that locker rooms, bathrooms, bleacher rooms are clear before securing the facility.
17. Must fill out required employment paperwork before being hired.
18. **Site Monitors should not be parents or coaches of the games they are working.**
19. Shifts should cover multiple games and never hand off duties between games. The best time for a new site monitor shift to begin is the towards the end of a game.
20. **Site Monitors should only be working as the site monitor. They should not be working in the snack shack or the score table along with being a site monitor.**

### **CYO Club Organizational Articles & Requirements**

Organizational Articles: Should be in your Club file at CYO from 2001 when CYO, the Archdiocese and Catholic Charities separated and became their own legal entities. This created the requirement of holding our own insurance, administered our own background checks, etc.

Lease Agreement: For use of your school/parish gym, this should be on file from back in 2001. If your school/parish requires you to make payments or the like, sometimes you will need to submit an updated version.

#### CYO Club Boards:

- Each CYO Club and Associate Club are required to have a CYO Board (minimum of 4 members).
- You must have regular meetings and submit minutes after each one. You must meet at least once prior to each sport season (depending on which events you host teams, i.e., basketball, volleyball).
- Your Board is there to assist you with duties, help with coach placement and evaluation and conflict.
  - Therefore, we recommend doing evaluations after each sport season.
    - To make sure you aren't missing anything.
    - To ask parents for feedback on what they thought of the coaches, etc.
    - You must keep documentation for anything that goes on which might become an issue.
    - If you feel the need to dismiss a coach or player, you must contact CYO before you do this.
    - Your CYO Board should all be on the same page with the situation.
- Many successful boards have a coordinator for each sport to help with registration, promotion, communication, etc.
- You should have a secretary and treasurer.
- It is suggested, but not a requirement, to have a volunteer coordinator, uniform coordinator, snack shack coordinator, fundraising coordinator if these are positions that your club can utilize.

### **Exceptions**

- What is an Exception?

An Exception player is any participant who doesn't attend your CYO club school and is NOT a registered, tithing member of your Catholic parish for a minimum of 6 months.

- What is the difference between an *Exception* and a *True Exception*?

A TRUE Exception is a participant who doesn't attend any CYO school and is NOT a registered and tithing member of any Catholic parish for a minimum of 6 months. An Exception is anyone who does not belong to your school or parish. However, they do attend another CYO school or parish.

- Each season there are multiple teams made up of athletes from neighboring CYO schools because neither of those schools can fill a team on their own. These athletes are considered Exceptions, not TRUE Exceptions.

- Why does CYO differentiate between an *Exception* and a *True Exception*?

In volleyball and basketball, the rule states that each team may only have Two or less true Exceptions to be guaranteed eligibility in the City or Spike brackets of the Championship. If a team has more than two True Exceptions, they can still play in the regular season, pre-season tournaments, and mid-season tournaments. Being allowed to participate in the end-of-season tournament may not be approved for teams with more than two exceptions.

- In the event neighboring CYO clubs must combine athletes to form a team, the kids who are not on their own CYO club team must submit Exception paperwork to be approved. Once approved these players will not be considered true exceptions and count towards the limit of two Exceptions per team.
- If a club can't field a team at a certain grade level, players from the grade below can fill the empty spots. However, if a team would like a player from the grade above, that participant must complete an Exception request and have it approved.
- There are many Catholic parishes around the Portland Metro area that do not have CYO Clubs. The players who attend these parishes, but don't go to one of the Catholic schools can play on a neighboring CYO club team. They must fill out an Exception form and have it approved. They do not count as True Exceptions.

- What is the ADs responsibility regarding Exceptions?

If an AD decides to take more than two True Exceptions on a team, it is their responsibility to make sure that all coaches, participants, and parents are aware of the rules at the beginning of the season that there is no guarantee of Championship entry.

- 50% Rule/Exceptions for Participating in Championship Events: A basketball or volleyball player must participate in at least 50% of regular season games to be eligible to participate in Championship events. A swimmer must compete in at least two meets to be eligible for the Championships at the end of the season. If the player does not meet these requirements, but still wants to participate in the Championship tournament, an Exception & Eligibility form must be submitted for approval.

If an Injury and/or Illnesses prevents a player from meeting their 50% threshold, it will not be held against them. A form must still be completed, submitted, and approved

### **EXCEPTION PROCESS**

1. The participant fills out an exception request registration.
2. Exceptions must apply at the CYO club nearest to their home. If the exception chooses a club outside their boundary and provides a compelling reason why they want this club vs. the nearest club, R&C will contact the neighboring CYO Club AD and ask if they would be able to release the exception. If

the neighboring CYO Club cannot release the player, they must provide a spot on one of their teams for this exception.

3. The athletic director will get an email alerting them that an exception request registration has been completed for their club.
4. The athletic director will determine if they can accept the exception registrant or not.
  - a. If the Athletic Director cannot approve the exception, please indicate to R&C the reason and R&C will notify the family. (For example, your team is full of parish and/or school players or you already have met the limit of two exceptions on the team.)
  - b. If the Athletic Director can accept the exception(s)
    - i. Email Rules & Compliance ([rulesandcompliance@cyocamphoward.org](mailto:rulesandcompliance@cyocamphoward.org)) and ask them to process the exceptions. **Please clearly state the names of the exceptions you want approved and any additional information you feel necessary.**
    - ii. **Rules & Compliance will not review any exceptions unless they receive an email from the Athletic Director.** (This is like the approved coach list you provide to me.)
    - iii. R&C will notify the AD in an email if the Exception has been approved or not. If the exception is not approved, R&C will let the AD know the reason why and notify the family.
    - iv. If the exception is approved by R&C, it will be up to the Athletic Directors to notify the family they have been approved and direct them to register in the regular registration portal. Please remind the families that they are not fully registered until they have signed the waivers and paid.
4. Once an exception player has been approved by a club and then registers at that club they must remain at that club. Club hopping is not allowed.
5. It can take up to 3-5 business days to process exceptions. If you don't hear anything within that timeline, please send an email to Rules & Compliance.

### **Forms // Athletic Directors Overview**

Gym Availability: Google spreadsheet sent electronically by the CYO Director of Basketball & Volleyball. Submit your responses at your earliest convenience. This form shows a grid of game times and days for each sport regular season and tournaments. CYO uses this spreadsheet to create the schedule of games. See requirements per gym/Club. Project gym availability is due mid-June. Final gym availability is due the first day of the fall season.



Facility Use Schedule I & II (Lease Agreements): Must be signed by Facility Representative (from school or parish) and the CYO Athletic Director prior to being submitted to the CYO Office in August. These forms show you are following the contract and are covered by CYO insurance for your club's use of the facility for practice time.

Athletic Director Independent Contract Agreement: Needs to be signed and submitted annually, available online and emailed to you.

Athletic Director Contact Information: Needs to be submitted at the beginning of our season (August). Confirms your contact information, school/parish contact info, how you promote, etc. available online as an electronic form.

Club Board List: This identifies the year and the official listing of your CYO Club Board and is a requirement for all Clubs who participate in the CYO program. Available online as an electronic form.

Club Board Minutes: This form may be used or if you prefer you may use your own form for Club Minutes. Minutes for every Club meeting must be submitted to the CYO Director of Communication after each meeting. May be submitted electronically.

Event Notification Form: To be covered by CYO insurance, this form is required to be submitted and must be approved prior to anyone/team in your Club participating in an event/function such as non-CYO tournaments, open gyms, fundraising events/dinners, clinics, if you are bringing in another team (other than a CYO Club team) to scrimmage, etc. Events take 7 – 10 days to be approved. Note, any event that you are promoting as CYO must be pre-approved.

Property/Personal Injury Incident Report Form: Available online and at the back of the CYO Sport Manual. Please make copies to put in your gym. If something happens at your gym or to one of your members these forms need to be filled out within 24 hours of the incident and submitted to the CYO Office. They are available both online and in the sports manual.

General Incident Report Form: This form is for violations of the CYO Code of Conduct. A copy is available online and at the back of the CYO Sport Manual. Please make copies to put in your gym. If something happens at your gym or to one of your members these forms need to be filled out within 24 hours of the incident and submitted to the CYO Office.

Financial Forms: Available online under Ads < Form Downloads

CYO Commission Application: To nominate someone or apply yourself, please fill out the form that is online. Each sport commission has a few meetings throughout the year to help with seeding and rules among other issues and members are present at championships.



## CYO Club Minutes

825 NE 20<sup>th</sup> Ave., #120  
Portland, OR 97232  
503.231.9484  
Fax: 503.231.9531

Club \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Club Athletic Director \_\_\_\_\_ Club Secretary \_\_\_\_\_ Club Treasurer \_\_\_\_\_

Members Present: \_\_\_\_\_ Quorum Requirement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Members Absent: \_\_\_\_\_

\_\_\_\_\_

- Agenda: 1) \_\_\_\_\_ 4) \_\_\_\_\_
- 2) \_\_\_\_\_ 5) \_\_\_\_\_
- 3) \_\_\_\_\_ 6) \_\_\_\_\_

**Old Business:** 1. \_\_\_\_\_

\_\_\_\_\_

Motion/Resolved: \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Motion/Resolved: \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Motion/Resolved: \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Motion/Resolved: \_\_\_\_\_

**New Business:** 1. \_\_\_\_\_

\_\_\_\_\_

Motion/Resolved: \_\_\_\_\_

2. \_\_\_\_\_

Motion/Resolved: \_\_\_\_\_

3. \_\_\_\_\_

Motion/Resolved: \_\_\_\_\_

4. \_\_\_\_\_

Motion/Resolved: \_\_\_\_\_

Financial Report: Income: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_

Bank Balance: \$ \_\_\_\_\_ Over/Under Budget: \$ \_\_\_\_\_

Other Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Secretary Signature

Date



## Catholic Youth Organization/ Camp Howard

825 NE 20<sup>th</sup> Ave., Suite 120  
Portland, OR 97232-2295  
503.231.9484 // fax: 503.231.9531

### General Incident Report



*To be completed by Athletic Director, Coach or Site Monitor*

**Note: This form is to be used for violations of the CYO "Code of Conduct" Violations and must be filed within 24 hours to CYO**

\_\_\_\_\_  
Incident Date                      Time                      Location

\_\_\_\_\_  
Person involved in the incident                      Coach [ ]                      Participant [ ]

\_\_\_\_\_  
CYO Club    Sport    Grade    Sex

\_\_\_\_\_  
If Participant, name of Parent/Guardian                      Address    Phone

\_\_\_\_\_  
Description of incident

\_\_\_\_\_  
How did incident happen?

\_\_\_\_\_  
What was the person doing when the incident happened?

\_\_\_\_\_  
Address where incident occurred

\_\_\_\_\_  
If Police or Fire Dept. were called, Officer name and phone

\_\_\_\_\_  
Witness #1  
Name    Address    Phone

\_\_\_\_\_  
Witness #2  
Name    Address    Phone

\_\_\_\_\_  
Name of Site Monitor/Phone Number                      Name of Game Official

\_\_\_\_\_  
Your Name/Phone Number

**Do Not Write in This Box**

_____ CYO Receipt	_____ Commission Receipt	_____ Rules/Compliance Receipt
_____ Copy to Club AD	_____ Commission Review	_____ Rules/Compliance Review
_____ Club Action	_____ Commission Action	_____ Rules/Compliance Action

**USE BACK OF FORM FOR ADDITIONAL COMMENTS**



# EVENT NOTIFICATION

Note: This form shall be filled out for insurance purposes, by coaches and signed by their CYO Club Athletic Director when:

1. Fundraiser Sales or Fundraiser Event
2. Participating in activities outside of regular CYO league or tournament play.
3. Bringing in another group/team to compete against at your own gym.

Requesting Club/Region: \_\_\_\_\_  
Event Type/Name of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

## FILL OUT ONLY IF YOUR TEAM/CLUB IS PARTICIPATING IN A SPORTING EVENT/PRACTICE

Sport: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender : \_\_\_\_\_

Are officials present? Yes \_\_\_\_\_ No \_\_\_\_\_ Travel Arrangements: Public \_\_\_\_\_ Private \_\_\_\_\_

Are all participants' current CYO registered members (this season)? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, see below)

If NO: Have all non-members and parents completed the Annual Permission and Participation Agreement? Yes \_\_\_\_\_ No \_\_\_\_\_

- Coach shall submit all signed Annual Permission and Participation Agreements for Non-CYO members to their Athletic Director before non-member participation. Cost for Non-members is \$10.00 and must be paid to CYO prior to the event.
- Athletic Director shall submit the event notification form for approval to the CYO Director of Communication before the event and have all necessary paperwork and payment attached (if applicable).

\_\_\_\_\_ Coach Name (Print)

\_\_\_\_\_ Coach Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Athletic Director Name (Print)

\_\_\_\_\_ Athletic Director Signature

\_\_\_\_\_ Date

### CYO/CAMP HOWARD

825 NE 20<sup>th</sup> Avenue □ Suite 120 □ Portland, Oregon 97232 Ph: 503/231-9484 □ Fx: 503/231-9531

Email to: [jennab@cyocamphoward.org](mailto:jennab@cyocamphoward.org) [www.cyocamphoward.org](http://www.cyocamphoward.org)

### CYO/CAMP HOWARD

825 NE 20<sup>th</sup> Avenue, Suite 120 Portland, Oregon 97232  
Ph: 503.231.9484 Fax: 503.231.9531 [www.cyocamphoward.org](http://www.cyocamphoward.org)

**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/guardians 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: \_\_\_\_\_  
Location Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Person Involved in Incident: \_\_\_\_\_ Coach [ ] Participant [ ]  
Name of Coach: \_\_\_\_\_ CYO Club: \_\_\_\_\_  
Sport: \_\_\_\_\_ Grade \_\_\_\_\_ Sex: \_\_\_\_\_  
Were the youths' parents present at the time of incident? Yes [ ] No [ ]

Were the youths' 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

Witness #1 \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_ City,  
State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Name of Site Official  
\_\_\_\_\_ Phone City State Zip

Witness #2 \_\_\_\_\_ Name \_\_\_\_\_ Address  
\_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone

\_\_\_\_\_ Name(s) of Game Official(s)  
\_\_\_\_\_ 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 [ ] Name of Ambulance Service: \_\_\_\_\_ Report Completed by:  
\_\_\_\_\_ Phone: \_\_\_\_\_