



**Diocese
of
Allentown**
Secretariat for Catholic Life & Evangelization

Office of Youth and Young Adult Ministry

**Catholic Youth Organization
Rules & Guidelines**



August 2014

*"Whatever you do, do everything for the glory of God."
(1 Corinthians 10:31)*

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Dear Pastors, Principals, DREs, and CYO Parish Personnel and Coaches,

May the God of mercy, the God of love, the God of peace bless each of you and all the members of your parishes and families! (JPII) As we begin this new year of Catholic Youth Organization (CYO) seasons and activities, it is important to reflect on the role of CYO in the ministry of the parish, and the lives of the youth who participate. CYO is one component of a parish's comprehensive youth ministry program, and as such, provides opportunities for youth to grow in faith and understanding of the Catholic Church. As a form of youth ministry, CYO athletics and activities are often the first opportunity for a young person to become actively involved in parish life. As organizers and administrators of CYO, we must model and challenge youth to exemplify the behavior of Jesus Christ. Research demonstrates that involvement in structured activities with positive role models increases the likelihood that a child will develop into a happy and healthy adult.

We live in a society and culture that elevates athletics and athletes to heights reserved for God. Without denying the hard work and dedication that collegiate and professional athletes invest into the development of their talents and skills, society has overshadowed a right ordering of our ideals with an idolized regard for fame and physical prowess. CYO continues to be the most prolific youth program in the Diocese of Allentown in terms of numbers of youth participation. We continue to strive to provide an excellent athletic experience for the youth and of our diocese, but primarily to provide a joyful, vibrant forum in which they may come to know and love Jesus Christ, and discover what it means to be His disciple.

CYO is a parish-based program for youth, and as such is open to any student registered in a parish. While we allow students who are enrolled in a parish and who attend public school to participate in both CYO and in their school's athletic program, we encourage parents and students to reasonably assess the prudence of participation in concurrent sports. Understanding the varying level of talent and skill among all people, CYO affirms the competitive nature of sports, though not to the detriment of the virtues to be learned and cultivated through participation in sports. Fair play time for all athletes on a team offers each athlete an opportunity to employ and cultivate the character and virtue of a holistic Christian person.

Being a Catholic, parish-based program, we regard active attendance at Mass, regular service activities, and participation in the faith community fundamental and foundational to the entire life of the student and family. Parents, students, coaches, administrators, and everyone connected with CYO must strive to live the truth of our faith, in such a way that we are known to be disciples and lovers of Jesus Christ. "Live your Christian life with naturalness! Let me stress this: make Christ known through your behavior, just as an ordinary mirror reproduces an image without distorting it or turning it into a caricature. — If, like the mirror, you are normal, you will reflect Christ's life, and show it to others." (St. Josemaria Escriva, *The Forge*, 140)

This handbook has been revised to further reflect the mission and philosophy of CYO and OYYAM, and to provide clearer instruction and parameters for the athletic and academic activities. We ask that you read and uphold the contents of this handbook, and strive to make CYO a place where youth experience the love of God as they use their talents and gifts.

Please do not hesitate to contact OYYAM with questions or concerns. We are more than willing to assist you.

“May our ears constantly hear with the proper clarity your motherly voice: ‘Do whatever my Son tells you.’ Enable us to persevere with Christ. Enable us, Mother of the Church, to build up His Mystical Body by living with the life that He alone can grant us from His fullness, which is both divine and human.” (St. John Paul II)

Sincerely,



Ian Buterbaugh
Assistant Coordinator, CYO



A handwritten signature in black ink, appearing to read "Susan C. Matour". The signature is written in a cursive style with a long, sweeping flourish at the end.

Susan C. Matour
Coordinator, Office of Youth and Young Adult Ministry

INTRODUCTION

Diocese of Allentown Policy on Youth Sports Effective March 31, 2005

PURPOSE

This policy has been developed in order to consistently promote the spiritual and physical welfare of our youth through the sponsorship of youth sports programs throughout the Diocese of Allentown, and in order to effectively manage the risks associated with these youth sports programs.

PROGRAM IDENTIFICATION AND SPONSORSHIP QUALIFICATIONS

Parish/School/Diocesan Sponsorship

ANY and ALL sports programs sponsored by, utilizing the name of, or under the jurisdiction of a parish, school or organization within the Diocese of Allentown must meet the following sponsorship qualifications:

1. The diocesan location must have full control over the program.
2. Any costs or fees associated with the program must flow through a parish/school account.
3. The program must be open to all members of the diocesan location.
4. The coach or leader of the program must be a volunteer or an employee of the location or other diocesan entity.
5. ANY and ALL sports programs meeting all of the above qualifications are considered parish, school, and/or diocesan-sponsored and are REQUIRED to register with the District Catholic Youth Organization (CYO) and submit an official CYO Roster.
Once registered, a program will be considered a “registered CYO program” and will be governed by the Diocese of Allentown Office of Youth and Young Adult Ministry (OYYAM) – Catholic Youth Organization.

Non-Diocesan Sponsored Programs

If a program does not meet ALL sponsorship requirements OR is not properly registered with the OYYAM/CYO, the program and teams are not considered “Diocesan-Sponsored” and CANNOT make reference to or use the name of the Catholic Youth Organization (CYO), any parish or school in the Diocese of Allentown, or the name “Catholic”. The program is considered an outside program and is not protected by the Diocese of Allentown self-insurance program. The program participants are not protected by the diocese Student and Athletic Accident Program. In addition, outside programs may not use diocesan facilities or property unless they provide proof of insurance within the diocesan guidelines.

CYO REGISTRATION REQUIREMENTS

CYO Medical Forms and CYO Certificates of Participation (Parent/Guardian Permission Forms & Release) must be submitted to the coach BEFORE THE FIRST PRACTICE.

RULES FOR REGISTERED CYO PROGRAMS

All registered CYO Programs must adhere to the “CYO Rules & Guidelines” published by the Catholic Youth Organization of the Diocese of Allentown.

CYO Rules & Guidelines include:

- Coaches Training and Certification – **including background checks**
- Completion of Diocesan Protecting God’s Children Program
- Coaches Code of Conduct
- Participants Code of Conduct
- Spectators Code of Conduct
- Eligibility Standards
- Timely registration via filing of Rosters and Certificates of Participation
- Strict adherence to the philosophies and Catholic ideals set forth by OYYAM.

Registered teams must participate in CYO leagues if one exists within the district or local area. Teams may participate in an outside league if no CYO league exists and the CYO District Commissioner and OYYAM grant permission.

No advertisements, names, or logos of sponsors or other designs shall appear on any uniforms or warm-up apparel issued or provided by any CYO program in the Diocese of Allentown.

Any violation of the registration policy or “CYO Rules and Guidelines” may result in dissolution of the program.

**The “Policy on Youth Sports” excludes Junior Varsity and Varsity athletic programs in the Catholic high schools in the Diocese of Allentown.

CYO Mission Statement

The Catholic Youth Organization (CYO) is one component of a parish's comprehensive youth ministry program which allows youth to discover and grow in their relationship with God; provides opportunities for youth to grow in faith and understanding of their Church; and helps them become responsible participants in their faith community through involvement in athletic and academic programs that promote the holistic development of young people.

CYO Vision and Philosophy

The vision of the Office of Youth and Young Adult Ministry (OYYAM) through CYO is to provide parishes the support and resources to carry on the effort of evangelization through organized sports and academic activities. We seek to form the students as faithful disciples of Jesus Christ, and nurture their transforming relationship with our Lord. CYO activities must be rooted in their faith communities and in the Sacramental life of the Catholic Church.

“Sport … contributes to the love of life, teaches sacrifice, respect and responsibility, leading to the full development of every human person …” ~ Pope St. John Paul II

The philosophy of CYO in the Diocese of Allentown is consistent with the teachings of the Catholic Church and Sacred Scripture. “Athletic activity … is not just physical strength and muscular efficiency, but it also has a soul and must show its complete face” (Pope St. John Paul II, *During the Time of the Jubilee: The Face and Soul of Sport*). Participation in sports and academic activities is vastly interconnected with our life of faith and virtue, providing opportunities to cultivate “perseverance, determination, spirit of sacrifice, internal and external discipline, attention to others, team work, solidarity, justice, courtesy, and the recognition of one’s own limits” (Pope Benedict XVI, *Speech to the Austrian National Ski Team*). CYO seeks to develop the **whole** person, influencing the formation of a young person’s Christian value system and life style. Extending to the society at large, even to the global community, sports can “help to build a civil society where antagonism is replaced by healthy competition, where meeting is preferred to conflict, and honest challenge to spiteful opposition” (Pope St. John Paul II, *The Face and Soul of Sport*). Echoing the words of Pope Benedict XVI, “may sports once again be a pledge of brotherhood and peace among peoples!” (Pope Benedict XVI, *Angelus*, August 8, 2008)

CYO Executive Board

The Bishop of Allentown is ultimately responsible for the welfare of the Catholic youth entrusted to his care. In order to assist the Bishop in providing quality youth programming, the Bishop elicits the help of the Diocesan Office of Youth and Young Adult Ministry. The Office is ultimately responsible for all youth programming other than those that are directly under the supervision of the Diocesan Office of Education. CYO is one part of the umbrella of Youth Ministry.

The Coordinator of the Office of Youth and Young Adult Ministry (OYYAM) oversees the youth activities of the Diocese, while the day to day organization and oversight of the many facets of the CYO program is facilitated by the Assistant Coordinator of OYYAM. The Assistant Coordinator is responsible to the Coordinator and facilitates the CYO Executive Board and all CYO Policy. This person also works with the CYO districts with schedules, clinics, workshops, tournaments, playoffs, etc. In addition to the Assistant Coordinator, a representative group of priests and lay people form the Diocese of Allentown's CYO Executive Advisory Board. This board is to be comprised of three representatives from each diocesan CYO district: the District Priest Chaplain, the Diocesan District Commissioner, and a third person of the District's choosing (referred to as a District Representative).

The CYO Executive Board will serve in the following capacity:

- A. To advise OYYAM of all district activity.
- B. To represent and voice the concerns of the parishes and schools within their respective districts to the entire CYO Board.
- C. To assume the responsibility of overseeing all CYO programs within their respective district by working with the District CYO Board.
- D. To handle district programs at a local level, as well as collaborating with OYYAM on issues of significance.
- E. To assist in diocesan and state CYO activities, especially those held within the Diocese of Allentown.
- F. To help in the creation and development of CYO policy.

District Geography

The following parishes/schools comprise each CYO District:

District 1: Northampton Deanery

Holy Family School, Nazareth
Holy Ghost, Bethlehem
Incarnation of Our Lord, Bethlehem
Holy Infancy, Bethlehem
Notre Dame of Bethlehem, Bethlehem
Our Lady of Good Counsel, Bangor
Our Lady of Mercy, Easton
Our Lady of Mount Carmel (Pius X), Roseto
Our Lady of Perpetual Help, Bethlehem,
Sacred Heart, Bath
Sacred Heart, Bethlehem
SS Simon and Jude, Bethlehem
St. Anne, Bethlehem
St. Anthony of Padua, Easton
St. Elizabeth of Hungary, Pen Argyl
St. Jane Frances de Chantal, Easton
St. Theresa of the Child Jesus, Hellertown
St. Rocco, Martins Creek
St. Ursula, Fountain Hill

District 2: Lehigh Deanery

Annunciation BVM, Catasauqua
Cathedral of St. Catherine of Siena, Allentown
Good Shepherd School, Northampton (Assumption of the Blessed Virgin Mary, St. Andrew,
St. Lawrence, St. Peter, Queenship of Mary, St. John the Baptist, Holy Trinity)
Immaculate Conception, Allentown
Our Lady Help of Christians, Allentown
Sacred Heart, Allentown
St. Ann, Emmaus
St. Elizabeth of Hungary, Pen Argyl
St. Elizabeth, Whitehall
St. Francis of Assisi, Allentown
St. John the Baptist, Whitehall
St. Joseph the Worker, Orefield
St. Michael the Archangel School, Coopersburg (St. Joseph, Coopersburg, Assumption BVM,
Bethlehem)
St. Paul, Allentown
SS Peter and Paul, Allentown
St. Stephen of Hungary, Allentown,
St. Thomas More, Allentown

District 3: Berks Deanery

Holy Guardian Angels, Reading (Holy Guardian Angels, St. Joseph, Reading)
Immaculate Conception, Douglassville
LaSalle Academy, Shillington (St. John Baptist de La Salle, St. Benedict, St. Anthony of Padua)
St. Francis Academy, Bally (Most Blessed Sacrament, St. Columbkill, Boyertown)
Sacred Heart, West Reading
St. Catherine of Siena, Reading
St. Francis de Sales, Robesonia
St. Ignatius Loyola, Sinking Spring
St. Margaret, Reading
St. Peter the Apostle, Reading
St. Mary, Hamburg
St. Mary, Kutztown
Holy Rosary, Reading
St. Mary, Reading
St. Paul, Reading
SS Cyril and Methodius, Reading

District 4: Southern Schuylkill Deanery

Holy Cross, New Philadelphia
Immaculate Heart CYO, Girardville (St. Joseph and St. Vincent, Girardville; St. Joseph and
St. Mauritius, Ashland; Our Lady of Good Counsel, Gordon; St. Ann, Annunciation and
St Joseph, Frackville)
Most Blessed Trinity, Tremont
St. Ambrose, Schuylkill Haven
St. Clare of Assisi, St. Claire
St. John the Baptist, Pottsville
St. Joseph, Sheppton
St. Matthew the Evangelist, Minersville
St. Michael the Archangel, Minersville
St. Nicholas, Minersville
St. Patrick, Pottsville
St. Stephen, Port Carbon
Father Czisek, Shenandoah (Divine Mercy; St. Mary, Ringtown)

District 5: Northern Schuylkill and Carbon Deaneries

Mahanoy City CYO, Mahanoy City (Blessed Teresa of Calcutta, St. Richard, Barnesville)
Our Lady of the Angels Academy, Lansford (St. Katharine Drexel, St. Francis of Assisi,
Nesquehoning, St. Joseph, Summit Hill; Our Lady of Lourdes, Weatherly)
SS Peter and Paul, Lehighton
St. John XXIII, Tamaqua (St. John XXIII, SS Peter and Paul, Tamaqua; All Saints, McAdoo)
St. John Neumann CYO, Palmerton-Slatington (Sacred Heart, Palmerton, St. Nicholas, Walnutport,
Assumption BVM, Slatington)
St. Joseph Regional Academy, Jim Thorpe (St. Joseph, Immaculate Conception, St. Peter the
Fisherman, Lake Harmony)

Black Out Dates

The following Holy Days of Obligation/feast days are considered “Black Out Dates” set forth by OYYAM. No tryouts, practices, games, or competitions may take place on these days. If a team is found to be in non-compliance to this rule, the team will face a review by OYYAM and possible sanctions and/or penalizations. Exceptions to these dates must be approved by the pastor and OYYAM.

Holy Days/Feast Days

December 24 – Christmas Eve

December 25 – Christmas

January 1 – Solemnity of Mary

Holy Thursday

Good Friday

Holy Saturday

Easter Sunday

In addition to the above, any youth-related Diocesan events set annually by OYYAM are also considered blackout dates. Every effort should also be made not to schedule practices, games, or competitions during regional or parish events. CYO parish/school CYO administration should work in conjunction with their parish to determine these dates.

COACHES ELIGIBILITY REQUIREMENTS AND COACHES CLINIC

Objective

A CYO Coach is primarily a minister to youth and a catechist of the faith. They serve to empower youth to live as disciples of Jesus Christ and to invite and encourage them to be responsible participants in the life, mission and work of the church. As catechists, instructors of faith, coaches not only teach principles of the faith through the sports they coach, but also stand as models of the faith to the students they lead. Coaches as catechists have as their primary mode of catechesis their example. Next is the encouragement of sacramental life, especially the liturgy.

Rules & Regulations

1. **No person shall be given the responsibility of coaching a CYO team until he/she has attended a Protecting God's Children workshop and completed all of the necessary background checks. These checks must be renewed every five (5) years.**
2. **There must be two (2) eligible coaches rostered with all teams for safety reasons.**
3. All coaches (head and assistants) must be registered in accordance with the Policy on Youth Sports.

All coaches, from the date that their name first appears on a roster, shall have one year to attend a **Coaches' Clinic within the Diocese of Allentown or they will be considered ineligible to coach.** The Coaches Training Program (ie, Coaches Clinic) serves to orient coaches to the mission and philosophy of youth athletics within the Diocese of Allentown. The program presents important information, which includes Christian leadership, insurance matters, sports medicine and positive coaching.

4. No coach (head or assistant) shall be allowed on the bench until rostered for the respective sport.
5. Any team with a coach who is not registered or trained, shall forfeit all games played with such person and shall be disqualified from District and Diocesan playoff competition for a period of one year.
6. Head coaches for grade school and middle school CYO must be 21 years of age or older. Assistant coaches for grade school and middle school CYO must be 18 years of age or older. Coaches under 21 must file an Assistant Coach Form with the District and OYYAM. (page 74)
7. Head coaches for High School CYO must be 25 years of age or older. Assistant Coaches for High School CYO must be 21 years of age or older.
8. Student Helpers (high school students) are permitted. The head coach must submit a Student Helper Form (page 75) to the district commissioner, who in turn forwards a copy to OYYAM. Student helpers may sit behind the bench at a game but may not sit

on the bench. They are not to be called “Coach” and are never to be given sole responsibility during a practice or other activity. They are **NEVER** to be left alone with boys/girls.

9. All coaches must be active parishioners of a parish or must in some way be connected to the parish/school for which they are coaching.
10. Each academic year, all CYO Coaches (head coach and assistants) are required to complete the free, online Heads-Up Concussions in Youth Sports training course before coaching any CYO sport. In addition, all coaches must provide a printed copy of the certificate to OYYAM with the team rosters for the first sport that they coach in an academic year. For each subsequent sport coached, the date of the training is to be indicated on the roster.

The training program is available through the Center for Disease Control and Prevention website: <http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>.

In addition, prior to engaging in any athletic activity, every Student/Athlete and his/her Parent/Guardian must read and sign the Parent/Athlete Concussion Information Form. Coaches must collect and retain the signed forms until the end of the season.

11. Each academic year, all CYO coaches (head coach and assistants) are required to read and sign the Sudden Cardiac Arrest Education and Information Form before coaching any CYO Sport. Coaches must submit the signed and dated form to OYYAM with the team rosters for the first sport that they coach in an academic year. For each subsequent sport coached, the date of the training is to be indicated on the roster.

In addition, prior to engaging in any athletic activity, every Student/Athlete and his/her Parent/Guardian must read and sign the “Athlete/Parent/Guardian Sudden Cardiac Arrest Symptom and Warning Signs Information Sheet” and “Acknowledgement of Receipt and Review Form”. Coaches must collect and retain the signed forms until the end of the season.

GUIDELINES FOR DISTRICT FINANCES

Being resolved at the Winter 1985 meeting of the Diocesan CYO Board, it was agreed that each district be responsible to maintain and operate its own finances in whatever way is best suited to the district and ultimately for the good of the district children involved in the CYO Program. The District Priest Chaplain as well as OYYAM should receive an annual statement of each CYO district's finances, which will be kept on file at the Diocesan Office. The Diocesan fiscal year runs July 1st to June 30th.

The following are guidelines to protect and control funds at the District level:

1. A District operating budget should be developed and approved by the District Board prior to each fiscal year.
2. It is recommended that the individual who prepares checks should not be authorized to sign checks.
3. The person who signs checks should not be allowed to balance monthly bank statements.
4. Each check issued should be signed by at least two individuals. It is preferred that one signature is that of the Priest Chaplain.
5. Signature stamps should not be used to sign checks.
6. Checks should not be signed in advance or be signed without documentation. An invoice or receipt must accompany all check requests.
7. Cash deposits should be made within 24 hours of receipt and should not be held.
8. Cash should not be used to pay officials, gym fees, etc. In extreme circumstances where this is necessary, proper documentation should be secured as proof of payment and the person who receives payment must sign that document.
9. The District Treasurer is responsible for compiling an end of fiscal year report showing income and expenses. This report must be approved by the District Priest Chaplain and submitted to OYYAM no later than July 30th.
10. A parish or school that fails to cooperate in the funding of the district program without significant reason may be suspended from any CYO participation or fined in addition to seeking a just and proportionate share of the district expense, commensurate with the other parishes or schools in the district. If a district decides to impose a fine greater than \$50.00, OYYAM must be consulted and approve of this action.

Adapted from "Safety Examiner" from the Secretariat for Temporal Affairs

DIOCESE OF ALLENTOWN CODES OF CONDUCT

The following *Codes of Conduct* are intended to provide a framework of expectations for the behavior of all persons involved in any CYO event. CYO activities should be examples of the meaning of sportsmanship and Christian values. The guiding principle behind the enforcement of these codes of conduct is that the behavior of everyone involved in CYO should contribute to the positive environment for all of the youth participants.

All spectators, parents and family members, coaches and players/participants are expected to conduct themselves according to CYO standards of behavior. The codes of conduct serve as a behavioral guideline for all to follow, and appropriate consequences will follow violations of these codes of conduct. Key elements of the player, parent, coaches, and spectator codes of conduct are found on the following pages. Each coach, player/participant and parent/guardian will be presented with a CYO Athletics Code of Conduct at the beginning of their athletic/academic season. All parties are required to sign the document and return it to their CYO Director or coach, as appropriate, who will keep it on record for the athletic year.

Coaches Code of Conduct

With Almighty God as my witness, I hereby pledge to abide by the following Contract/Covenant:

- ❖ I will remember that I am a role model **as a Christian and a good citizen** for my participants, and as such I will always conduct myself in a mature manner, exercise good sportsmanship and always play by the rules in spirit and in word.
- ❖ I will foster an environment where all children will be given the ability to play and develop skills. I will do all in my power to discourage a “win at all costs” attitude.
- ❖ I will treat each participant as an individual, remembering the potential difference in emotional and physical development for the same age group.
- ❖ I will strive to remove all avoidable perils of competition by the application of intelligent and thoughtful cooperation with other coaches, officials, participants and spectators.
- ❖ I will lead by example in demonstrating fair play and sportsmanship to all my participants.
- ❖ I will do my best to organize practices that are fun and challenging for all my participants.
- ❖ I will ensure that I am knowledgeable in the rules of each activity I coach, and I will teach these rules to my participants.
- ❖ I will use those coaching techniques appropriate for each of the skills I teach.
- ❖ I will remember that I am a youth coach and that the activity is for the children and not adults.
- ❖ I promise to review and practice the necessary first aid principles needed to treat injuries to my participants.
- ❖ I will not question any official’s decision. I will direct all my concerns to the District Commissioner.
- ❖ I will refrain from using profane, obscene or vulgar language at all times.
- ❖ I will not foster nor tolerate my participants using unnecessary and unChristian tactics against opposing participants **or own teammates**. I will uphold the spirit of Christian sportsmanship. I will not look for loopholes in rules and ways to exploit such in word, deed or omission.
- ❖ **I will reinforce and encourage a Christian environment and experience not only by my conduct, but by instructing parents and spectators about proper conduct when needed, and to support all official actions against disruptive and/or inappropriate behavior.**
- ❖ I will use the activity for the welfare and character building of all participants, not for my own personal gain or satisfaction.
- ❖ I will not be guilty of personal verbal abuse or physical attack upon any participant, opposing coach, official or spectator for any real or imagined wrong decision or judgment.
- ❖ I will keep my personal opinions of any participant, coach, official or spectator out of public discussion during the activity. In an attempt to maintain and foster a Christian environment after said game. I will refrain from said comments immediately after the game. I understand that I am free to express my personal comments, opinions etc. at appropriate times and places.
- ❖ I will not be guilty of gestures indicating objection to decisions by officials or coaches such as throwing equipment or any other forceful action. Furthermore, I will not tolerate said behavior among my participants, assistant coaches and fans.
- ❖ I will respect the property of another team and the facility being used for the activity.

Violation of the Code may result in a minimum penalty of removal from a game or a maximum penalty of an indefinite suspension from all Diocesan CYO Programs. Suspension from any program within the Diocese will also result in simultaneous suspension from all Diocesan Youth Programs. A temporary suspension may be imposed upon a coach for egregious violations while the matter is justly investigated. Violations are subject to review OYYAM.

Coach's Printed Name and Signature

Date

Participants' Code of Conduct

With Almighty God as my witness, I promise to adhere by the following Contract/Covenant:

1. I will encourage good sportsmanship from my fellow players, coaches, officials and parents at every game, scrimmage and practice.
2. I will always participate in a positive manner, reflecting Christian values.
3. I will always treat teammates, opponents, coaches, officials and parents with respect and will expect to be treated accordingly.

NO PLAYER SHALL:

1. Refuse to abide by an official's decision.
2. Be guilty of gestures indicating his/her objections to decision by officials or coaches, etc., such as throwing equipment.
3. Be guilty of inflicting any abuse upon any official for any real or imaginary wrong decision or judgment.
4. Be guilty of an abusive verbal attack upon any player, coach, official, or spectator.
5. At any time lay hands upon, push, shove, strike, or threaten to strike an official, coach, or spectator.
6. Be guilty of a physical attack as an aggressor upon any player.
7. Show disrespect for the property of another team or the facility being used for the contest by activities such as vandalism or destruction of property.

Penalties: Within 2 consecutive calendar years:

1st offense	3 game suspension
2nd offense	10 game suspension
3rd offense	dismissal from CYO program

Note: Games that are scheduled but not played due to weather or other circumstances do not fulfill the suspension.

Violation of the above conduct rules should be reported in writing to the Diocesan CYO District Commissioner within 48 hours. Investigation and discussion of violation will occur, penalty determined and then approved by the District Priest Chaplain. If a penalty is levied, OYYAM must be informed, in writing, within one week of the decision.

Districts must abide by these minimum standards. They are free to have District regulations, which may be more restrictive.

Participant's Name and Signature

Date

Parental/Guardian Name and Signature

Date

Spectators' Code of Conduct

With Almighty God as my witness, I promise to adhere by the following Rules and Guidelines:

Before the Game:

1. Make a commitment to Honor the Game in action and language no matter what others may do.
2. Tell your child before each game that you are proud of him or her regardless of how well he or she plays.

During the Game:

1. Fill children's "Emotional Tank" through praise and positive recognition so they can play their best.
2. Don't give instructions to players during the game. Let the coach correct player mistakes.
3. Cheer good plays by both teams.
4. Mention good calls by the official to other parents/spectators.
5. If an official makes a "bad" call against your team? Honor the Game. BE SILENT.
6. If another parent on your team yells at an official? Gently remind him or her to Honor the Game.
7. Don't do anything in the heat of the moment that you will regret after the game. Ask yourself, "Will this embarrass my child or the team?"
8. Remember to have fun! Enjoy the game.

After the Game:

1. Thank the officials for doing a difficult job for little or no pay.
2. Thank the officials for their commitment and effort.
3. Don't give advice. Instead ask your child what he or she thought about the game and then LISTEN. Listening fills Emotional Tanks.
4. Tell your child again that you are proud of him or her, whether the team won or lost.

Failure to abide by these rules and guidelines will result in corrective action by the Diocese, which may include a warning, be asked to leave the facility or suspension from further games.

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<http://www.positivecoach.org/>

Parents' CYO Sports Pledge

I/We, the undersigned, am/are registering my/our son/daughter in a Catholic athletic program, which will emphasize Christian values during practice and games. Although my/our child's team will practice hard and play their games to the best of their ability, faith in Jesus Christ - not just winning - will be the most important goal of the season.

I/We realize that my/our child is to behave in a Christian manner throughout the season, and that family and friends who come to his/her games are also to act in a manner appropriate for a program dedicated to living the faith we profess. Any violation will result in removal **from the event, and/or refused admittance to CYO-sponsored events**. **A spectator is understood to mean anyone in attendance at an event, including parents, family members, and/or friends.** Any spectator who displays poor sportsmanship, or interferes with the conduct of a CYO event may be removed from the event by an official/referee, their team coach, a host-site gym supervisor, a CYO District Commissioner or Administrative Official. In such situations, it is the discretion of the CYO District Commissioner, following discussion with OYYAM, as to whether a spectator will be barred from attendance at subsequent CYO events.

I/We also realize that my/our child will be expected to attend Sunday Mass weekly as well as Holy Days of Obligation and be enrolled in a Catholic School or attend the Parish Religious Education Program (including Youth Ministry Program). Realizing the profound influence my/our example has on our child(ren), I/we will attend Sunday Masses and Holy Days of Obligation as a strong witness of my/our faith.

I/We realize that inappropriate behavior on the part of my/our child, **or family members**, could result in my/our child's suspension from the team. (see Participants' and Spectators' Code of Conduct).

I/We pledge to do my/our part to witness to Christian values at home and at games, to support the coaches in their attempt to develop the team into a faith community, and to take seriously the faith dimension of the team's efforts.

Child's Name: _____

Parental/Guardian Name and Signature: _____

Date: _____

Parental/Guardian Name and Signature: _____

Date: _____

DIOCESAN ROSTER PROCEDURES

1. Please remember that rosters are official documents that verify who should be covered by Diocesan Insurance. They should be clear and legible.
2. Rosters should not be altered with added fields such as addresses, jersey numbers, etc. This is the official Diocesan roster, not your team roster.
3. OYYAM prefers that all rosters be completed electronically in the Microsoft Excel program, and then printed for pastor's verification, signatures and seals. If a roster cannot be completed via the computer, the information must be typed or at least handwritten in ink and legible. Students should NOT be writing their own names on this document.
4. **Any unused lines/spaces on a completed roster should be crossed out prior to obtaining priest signatures.**
5. **Additions to a completed, signed, and sealed roster, prior to the freeze date, should have a NEW roster completed (including signatures and seal) that includes each additional player.**
6. There must be an individual roster for every sport, gender, and division (i.e. baseball should not be on the same roster as midget cheerleading).
7. Completed rosters, signed by the Pastor or parish priest moderator, with the parish seal affixed, must be postmarked and sent to the OYYAM office by the due date indicated for each sport. **If rosters are not received by OYYAM by the due date, that team is not eligible for Diocesan Playoffs in that sport.** It is up to the individual district to set the date they are due to the district.
8. Each parish that is a home parish to a student or coach on a roster must sign verifying that they are practicing members of their church and attending a religious education program or a Catholic school. The priest of each participant must verify they are practicing their faith. School principals or athletic directors ARE NOT permitted to sign rosters.
9. No Stamped Signatures from the Parish will be accepted.
10. To simplify programs that are based out of a Regional School, or for merged church programs, it is simplest for each Parish to be entered onto its own roster (still broken down by age and sport) or a copy of the roster is given to every parish listed. Each parish signs and seals the roster to verify their students and all rosters are stapled together for submission to OYYAM.
11. The last 4 digits of the coach's social security number (and the last four digits only) are required and necessary to verify that two listings for a coach are the same person. This is also used to verify a female coach who had a name change.
12. Phone numbers of coaches must be on file. They will be used only in extreme situations. A roster is considered incomplete if there are not phone numbers for every coach.
13. Copies of completed certificate from the CDC Concussion Training and the signed Sudden Cardiac Arrest form **must** be attached to the roster for each coach the first time he/she coaches during an academic year. For each subsequent sport coached, the date of the training should be indicated on the roster.
14. When filling out a roster, please follow these guidelines:
Eligible for: Girls Varsity, Boys JV, Boys Biddy, etc.
Parish/School: Entity that the CYO program is under
District #:

1 - Northampton Deanery
2 – Lehigh Deanery
3 – Berks Deanery
4 – Southern Schuylkill Deanery
5 – Northern Schuylkill and Carbon Deaneries

ELIGIBILITY STANDARDS

Grades 1-8

Rule A

- Section 1 All boys and girls who are registered members of the parish they wish to represent, must be given an opportunity to participate in any sport or activity. Participants must uphold the religious and academic standards of said parish. If they become 15 years of age before the date listed in Rule A, Section 2, they are ineligible. Students who have been promoted from the eighth grade are also ineligible.
- Section 2 All sports: September 1
- Section 3
- A. Any boy/girl who attends a parish school or diocesan school, regardless of religious affiliation, may participate in the Diocesan CYO Programs for said school or any boy/girl may choose to participate in Diocesan CYO Programs for his/her own parish or merged parish. **They may NOT play for both.**
The Catholic child must be a practicing Catholic, attending Sunday Mass and Religious Education weekly or a Youth Ministry Program if no Religious Education is offered. The inclusion of non-Catholic students enrolled in a RCIA program is at the discretion of the Pastor.
 - B. Parishes wishing to merge for a particular sport or activity must file a written request signed by the Pastors or their designated representative, with the parish seal affixed, to the District Board for submission to OYYAM.
 - C. In consolidated schools (more than one parish) with only one parish CYO team, members of said parish and said school are eligible to participate in sports activities for the parish CYO team. Mergers will be needed to include any others on said team.
- Section 4 Any boy/girl participating in Diocesan CYO Programs who maintains the same home address but transfers to a new parish for the purpose of athletics and/or as a result of recruiting, is ineligible to participate in that sport for one year.
- Section 5 Any student who is legally homeschooled is permitted to play for their parish team or for a school team that their home parish would feed into provided that their home parish is located within the boundaries of the Diocese of Allentown.
- Section 6 A player participating on a CYO team may participate on their non-Catholic school team in the same sport at the same time. A player must be recorded in the official scorebook (as verified by the game official), and attend, at least two-thirds of the scheduled games in order to participate in District or Diocesan playoffs, notwithstanding injury or illness. This ruling will be re-evaluated biannually and may be rescinded if necessary. **This is a CYO-only rule; students also need to abide by public school eligibility requirements.**
- Section 7 One may protest a violation of Eligibility Standards. Refer to Rule E (Protests)
- Section 8 All participants in Diocesan CYO Athletic Programs should be covered by hospitalization insurance. Diocesan insurance is a secondary coverage. In case the participant is not currently insured, the diocesan insurance becomes the primary insurance.

- Section 9 The Diocese of Allentown, acting in its sole and absolute discretion, retains the ultimate decision making authority concerning who will be allowed, and who will not be allowed, to participate in Diocesan CYO programs. The Diocese of Allentown reserves the right to deny participation to any person in any CYO program, for any reason or for no reason.
- Section 10 A grandfather clause can be added to make a smooth transition due to rule changes if so agreed upon by the Diocesan CYO Executive Board.

Grades 9-12

Rule B

- Section 1 Any boy/girl participating in Diocesan CYO Programs who maintains the same home address but transfers to a new parish for the purpose of athletics and/or as a result of recruiting, is ineligible to participate in that sport for one year.
- Section 2 Any boy/girl who is legally homeschooled is permitted to play for their parish team or for a school team that their home parish would feed into provided that their home parish is located within the boundaries of the Diocese of Allentown.
- Section 3 All participants must be registered members of the parish or merged parishes they wish to represent. Participants who become 19 years of age before September 1 (all sports), are ineligible to participate. Students who have graduated from the twelfth grade are also ineligible.
Catholic players must be a practicing Catholic, attending Sunday Mass and Religious Education weekly or a Youth Ministry Program if no Religious Education is offered. The inclusion of non-Catholic students enrolled in a RCIA program is at the discretion of the Pastor.
- Section 4 A player participating on a CYO team may not participate on a school team in the same sport at the same time. Township recreation leagues and High School feeder teams are exempt.
- Section 5 Only players in grades 9 through 12 may participate. However, an ineligible player in grade school due to age must participate in the high school program for his/her parish or merged parish.
- Section 6 No player may participate after the graduation of his/her entering freshman class.
- Section 7 All participants in the Diocesan CYO Athletic Programs should be covered by hospitalization insurance. Diocesan insurance is a secondary coverage. In case the participant is not currently insured, the diocesan insurance becomes the primary insurance.
- Section 8 Parishes wishing to merge for a particular sport or activity must file a written request signed by the Pastors or their assistants, with the parish seal affixed, to the District Commissioner for submission to the Diocesan Executive Board.
- Section 9 Non-Catholics attending Catholic High Schools may participate in the CYO High School Program.
- Section 10 One may protest a violation of Eligibility Standards. Refer to Rule E (Protest)
- Section 11 The Diocese of Allentown, acting in its sole and absolute discretion, retains the ultimate decision making authority concerning who will be allowed, and who will not be allowed, to participate in Diocesan CYO programs. The Diocese of Allentown reserves the right to deny participation to any person in any CYO program, for any reason or for no reason.

Grades 1-8 and Grades 9-12

Rule C

Section 1 Teams may participate in any tournaments during the school calendar year provided said tournaments do not conflict with the Diocesan Athletic Program on scheduled playoff dates. Single elimination tournaments count as one game. Double elimination tournaments count as two games. No team may exceed the PIAA limit of games:

Baseball	20
Basketball	22
Track	16
Softball	20
Volleyball	22
Cross Country	16

[The complete Table of regulations is listed on page 39 of the 2013-2014 PIAA Constitution and Bylaws:

<http://www.piaa.org/assets/web/documents/Section%20I.%20%202008-2009%20Constitution%20and%20By-laws.pdf>

Section 2 A team participating in Diocesan CYO Playoffs may not participate in another League or Tournament during said playoffs.

Section 3 Teams violating Rule C, Section 1, will become ineligible to participate in the Diocesan CYO playoffs program for a period of one year.

Section 4 One may protest a violation of Rule C, Sections 1 or 2. Refer to Rule E (Protests.)

Rule D

Section 1 In basketball, volleyball, baseball, and cheerleading, the team designated by the District Committee will qualify for the Diocesan CYO playoffs.

GAME PROTESTS

Rule E

- Section 1 Judgment calls by officials are not subject to protest.
- Section 2 The head coach or assistant coach (in the absence of the head coach) must inform the head official and the head coach or assistant coach (in the absence of the head coach) of the opposing team of the protest at the time of the dispute.
- Section 2A When possible (basketball, volleyball, baseball, softball) the protest is to be NOTED in the official scorebook.
- Section 2B If the official has left the playing area at the finish of the contest without being notified that a protest is being lodged, the protest is automatically dropped.
- Section 2C If the protest is not indicated in the official scorebook, the protest is dropped.
- Section 3 Protests must be in writing, signed by the Pastor or the Parish Priest Moderator, with the parish seal affixed, postmarked and submitted to the District CYO Commissioner within 48 hours of the time of the dispute.
- Section 4 A fee of \$30.00 must accompany the protest. The fee is refundable, if the protest is upheld.
- Section 5 The District CYO Executive Board will review all protests, with both coaches present.
- Section 6 If a protest is not satisfactorily resolved at the District level, it may be appealed to the OYYAM in the same manner as Rule E; Section 3.
- Section 6A A \$50.00 fee is to accompany all protests to the OYYAM. The fee is refundable, if the protest is upheld.
- Section 7 In event of exceptional circumstances, OYYAM reserves the right to final adjudication.

ADMINISTRATIVE APPEAL

1. Local issues must be addressed at the parish/school location first.
2. If an issue cannot be resolved to satisfaction at the local level, the parish/school representative should contact the CYO District Commissioner. Any documentation and findings regarding the issue should also be forwarded to the District for board review.
3. A fee of \$30 must accompany an appeal to the District Board. The fee is refundable if the decision of the local level is over-turned.
4. If an issue cannot be resolved to satisfaction at the District level, the District Commissioner contacts OYYAM. Any documentation and findings regarding the issue should be forwarded to OYYAM for review.
5. A fee of \$50 must accompany an appeal to the OYYAM. The fee is refundable if the decision of the district level is over-turned.
6. If a complaint is filed first with the Diocesan CYO Office (ie, OYYAM), it will be referred back to the parish/school or district level - whichever is appropriate.
7. All decisions made by OYYAM in the matter of appeals are final.

MERGERS AND WAIVERS

Mergers:

Rule F

For all Sports: Merger Request Procedures

All potential mergers are subject to Diocesan Eligibility regulations found in the Diocese of Allentown CYO Rules and Guidelines book published in August 2014.

All mergers must be approved by the CYO District Commissioner and OYYAM.

Mergers should be considered for the good of each parish in order to provide a CYO playing opportunity for all eligible members of a parish. Any parish that does not have enough players to field a team in a specific sport/age group, and is in need of a merger in order for their eligible parishioners to participate in a CYO sport or activity must have their parish CYO Director contact the District Commissioner for a Merger Request Form. The Merger Request Form must be completed and submitted on or before the merger deadline date required for each season. It is important to note that the merger is **SPORT/ACTIVITY SPECIFIC**, and that merger forms need to be completed and on file for every sport/activity in which the merged parishes participate. Approval of a merger in the previous year does not guarantee approval of the same merger the following year. A properly completed Merger Request Form requires the signature of the Pastor and seal from their parish office, and a completed roster, all sent to the District Commissioner.

Merger requests submitted after the deadline date will be considered only at the discretion of the Commissioner. Signed and sealed Diocesan Merger requests forms submitted without prior approval from the Commissioner are ineligible and will only be considered at the discretion of the OYYAM and the Commissioner.

Merger Request Deadlines:

Fall Sports:

August 1st. (Decision will be rendered on or before August 15th)

Winter Sports:

October 1st. (Decision will be rendered on or before October 15th)

Spring Sports:

March 1st. (Decision will be rendered on or before March 10th)

If no merger form is on file, the parishes **CAN NOT** participate as a team.

Parishes wishing to be permanently merged must complete a Standing Merger Form, with the understanding that the merger will stand for a period of five (5) years (renewed every 5th year ending on years 0 and 5; i.e. 2010, 2015, etc.).

Waivers:

Rule G

For all Sports and Activities:

CYO programs must submit the completed CYO Waiver Request Information Sheet (page 75) to the District Commissioner by the following dates:

Fall Sports:
August 1st

Winter Sports:
October 1st

Spring Sports:
March 1st

Upon approval, an official Waiver form may be obtained through the District Commissioner.

A parent may request a waiver for their child to participate in a CYO program in another parish. **During the initial waiver process, the CYO District Commissioner needs to be consulted as to the feasibility of which parish/school program a waived individual would be allowed to attend.** Waivers are considered for the good of a program and not an individual. A CYO Sports/Activity waiver, if granted, is valid for one academic year and the child is **expected** to participate in all sports/activities during that year with the new CYO program. The waiver must be requested on an annual basis. OYYAM has final say over approval of a waiver. A waiver granted during one academic year might be rejected the following year and vice versa.

BOYS AND GIRLS VOLLEYBALL

A. Designation

Each district is to designate one Adult Commissioner for each league.

B. Rosters

Each District Commissioner must submit to OYYAM completed Fall rosters by September 15. Spring Rosters are due April 1.

C. Deadline

All Fall rosters are frozen as of October 1. Spring rosters are frozen on April 15.

NOTE: Districts failing to comply with **Rule C** (pertaining to tournament playoffs; see pg. 25) are eliminated from consideration for Diocesan competition.

D. Game Rules

According to current National Federation Rules (PIAA), a net height of 7'4" for girls and 8' for boys still applies for grade school.

E. Playing Time

The following rule is intended to ensure that all participants, regardless of their skill level, are given the opportunity to play in every match:

- Only players that meet all eligibility requirements, both team-specific (such as required attendance at practices) and diocesan, may be allowed to play in any match.
- Varsity
 - Coaches are encouraged to give every player an opportunity to participate in all matches in some capacity. Though not mandated, when a participant signs up for the CYO program they expect, and have the right, to play in all matches. Coaches must encourage and instruct all the young athletes if they are to have a rewarding experience in sports.
- JV
 - Any player in uniform for a match must be given an opportunity to play at least one game in each match.
 - Any player that did not play in the first game of the match must be included in the starting line-up for the second game of the match
 - All players **MUST** serve at least once during the match.
- Infractions of the playing time policy will result in a warning for the 1st offense:
 - If witnessed by a designated representative of CYO, a warning will consist of a verbal address to the coach following the contest in question.
 - If the 1st offense is not witnessed by a designated representative of CYO, an investigation will be conducted. If it is found to be a valid offense, a warning will consist of a verbal address to the coach via a phone call. After the coach has received the warning, any subsequent verifiable offense of the playing time policy will result in a forfeit of the match and suspension of the coach.
- A 2nd verifiable offense of the playing time policy in the same season (including playoffs) will result in a forfeit of the match for the team, two-match suspension of the coach, and the coach will need to meet with the District Commissioner and a diocesan CYO Administrative Official before coaching in the subsequent year.
- Any coach suspended from coaching a team is not eligible to be present as a fan for that CYO event.

F. **Diocesan Playoffs**

- First weekend in November for girls Fall volleyball. None for Spring volleyball.
- A Libero player is not to be used in any game.
- **Warm-up Time:** 2 minutes shared warm-up time - pepper on own side of net, followed by team winning coin toss gets 4 minutes of full court warm-up, followed by team losing coin toss gets 4 minutes of full court warm-up.
- Matches 1-10 will be one 25-point game (starting at 4).
- The winning team must win by 2 points but will only play to 27. Then the first team reaching 27 is considered the winner.
- The teams with the top two overall round robin records will play a championship match. The championship match will consist of two games to 25 (starting at 4 and capped at 27) and, if necessary, one game to 15 (beginning at 0 and capped at 17).
- **Championship Round Tie Break Rules:**
 - In the event that more than two teams qualify for the championship match
 - 2 teams tie for Second Place – The two teams will play one 15-point game beginning at zero and capped at 17 points. The winner moves on to play the first place team in the championship match.
 - 3 teams tie for First Place – Straws will be drawn to determine which team moves on to the championship match without having to play a play-in match. Short Straw wins. The two remaining teams play one 15-point game beginning at zero and capped at 17 with the winner moving on to the championship match.

G. **Eligibility** (See Eligibility Rules A to D)

Eligibility for JV volleyball is grades 5 and 6. Eligibility for Varsity volleyball is grades 6 through 8. Any player who is in 6th grade and is listed on both JV and Varsity rosters, and is a starter for the JV team, will not be allowed to start for the Varsity team. If that said player is a Varsity starter then they shall only play Varsity sports.

H. **Dates**

Practice may not begin before August 1 for the Fall season and March 15 for the Spring season. All practice, games, etc. must end the first weekend in November/third week in June respectively.

BASKETBALL

A. Designation

Each district is to designate one Adult Commissioner for each league.

B. Rosters

Each District shall submit grade school rosters to OYYAM by December 1st. High School and biddy development rosters are due by January 1st.

C. Deadline

All rosters are frozen on December 15th for grade school teams and January 15th for high school and biddy development teams.

NOTE: Districts failing to comply with **Rule C** (pertaining to tournament playoffs; see pg. 25) are eliminated from consideration for Diocesan playoffs.

D. Game Rules

According to current National Federation Rules (PIAA), unless otherwise modified here.

E. Playing Time

The following rule is intended to ensure that all participants, regardless of their skill level, are given the opportunity to play in every game:

- Only players that meet all eligibility requirements both team-specific (such as required attendance at practices) and diocesan, may be allowed to play in any game.
- Varsity
 - Coaches are encouraged to give every player an opportunity to participate in all games in some capacity. Though not mandated, when a participant signs up for the CYO program they expect, and have the right, to play in all games. Coaches must encourage and instruct all the young athletes if they are to have a rewarding experience in sports.
- JV
 - Any player in uniform for a game must be given an opportunity to play at least half of any game.
 - Playing time does not need to be consecutive within a game, but should total to equal half of the time allotted for each game.
- Biddy
 - District rules apply to playing time at the Biddy level.
 - If no playing time rules exist at the District level, then equal playing time should be distributed to all players.
 - Substitutions should be made at regular intervals.
- Infractions of the playing time policy will result in a warning for the 1st offense:
 - If witnessed by a designated representative of CYO, a warning will consist of a verbal address to the coach following the contest in question.
 - If the 1st offense is not witnessed by a designated representative of CYO, an investigation will be conducted. If it is found to be a valid offense, a warning will consist of a verbal address to the coach via a phone call. After the coach has received the warning, any subsequent verifiable offense of the playing time policy

- will result in a forfeit of the match and suspension of the coach.
- A 2nd verifiable offense of the playing time policy in the same season (including playoffs) will result in a forfeit of the match for the team, two-match suspension of the coach, and the coach will need to meet with the District Commissioner and a diocesan CYO Administrative Official before coaching in the subsequent year.
- Any coach suspended from coaching a team is not eligible to be present as a fan for that CYO event.

F. Diocesan Playoffs

First or second full weekend in March to be determined annually by the State CYO Basketball Tournament Dates.

Timekeepers and scorekeepers for the Diocesan Playoffs need to be at least 16 years old.

G. Eligibility (See Eligibility Rules)

Eligibility for JV basketball is grades 5 and 6. Eligibility for Varsity basketball is grades 6 through 8. Any player who is in 6th grade and is listed on both JV and Varsity rosters, and is a starter for the JV team, will not be allowed to start for the Varsity team. If that said player is a Varsity starter then they shall only play Varsity sports. Eligibility for Biddy basketball is grades 1 through 4.

H. Dates

Practice may not begin before October 20. All practices, games, etc. must end the **second** weekend in March (with the exception of those advancing into State playoffs.)

I. Modification-Bench Rule for Use at State Tournaments ONLY – The old PIAA “Seat Belt” bench rule will be in effect at all CYO State Tournaments. Coaches are expected to coach the game while being seated on the bench at all times. The only exception is for time outs.

BASKETBALL SPORTSMANSHIP RULE

Grade School

IN any game with a 20 or more point lead, NO FULL OR HALF COURT PRESS BY EITHER TEAM is permitted.

Any team with a 20 or more point lead must take out AT LEAST 2 STARTERS from the game.

High School

IN any game with a 30 or more point lead, NO FULL OR HALF COURT PRESS BY EITHER TEAM is permitted.

Any team with a 30 or more point lead must take out AT LEAST 2 STARTERS from the game.

Any opposing coach, who feels an honest attempt was NOT made to follow the above, should notify the District Commissioner within 48 hours and address the complaint in writing to the District Executive Board.

Protest

Any opposing coach, who feels an honest attempt was NOT made to follow the above, should notify the District Commissioner within 48 hours and address the complaint in writing to the District Executive Board.

As a result:

1. A hearing will be held with both coaches and the District Board to determine if the complaint is justified and the Pastor will be notified by mail.
2. With a second justifiable complaint, the coach will no longer be allowed to be a part of the CYO Program as this is a blatant abuse of the “ideals” and “goals” of the Coaches’ Training Program of the Diocese of Allentown.

THIS RULE WILL BE USED IN DIOCESAN PLAYOFF GAMES.

BASEBALL

A. Designation

Each district is to designate one Adult Commissioner for each league.

B. Rosters

Each District Commissioner must submit to OYYAM completed rosters by April 1st. Failure to comply will result in Diocesan ineligibility.

C. Deadline

All rosters are frozen as of April 15th.

NOTE: Districts failing to comply with **Rule C** (pertaining to tournament playoffs; see pg. 25) will be eliminated from consideration for Diocesan competition.

D. Game Rules

All games are to be played under the current PIAA Baseball Rules, except where amended by Diocesan or District rules.

E. Playing Time

- Only players that meet all eligibility requirements, both team-specific (such as required attendance at practices) and diocesan, may be allowed to play in any game.
- Teams must place every player in attendance on the roster and in the batting line-up.
- A pitcher removed from the pitching position may pitch again provided that at least one batter has been put out or reached base, or a third out has been made. Other pitching regulations still apply.
- The allowance of courtesy runners in the 7th/8th grade division is a speed-up rule that may be used for the pitcher and catcher. In CYO Athletics, when requested and the umpire grants time out, the last player out who is not also a pitcher or catcher may be inserted to run for the pitcher or catcher.
- Infractions of the playing time policy will result in a warning for the 1st offense:
 - If witnessed by a designated representative of CYO, a warning will consist of a verbal address to the coach following the game in question.
 - If the 1st offense is not witnessed by a designated representative of CYO, an investigation will be conducted. If it is found to be a valid offense, a warning will consist of a verbal address to the coach via a phone call. After the coach has received the warning, any subsequent verifiable offense of the playing time policy will result in a forfeit of the game and suspension of the coach.
- A 2nd verifiable offense of the playing time policy in the same season (including playoffs) will result in a forfeit of the game for the team, two game suspension of the coach, and the coach will need to meet with the District Commissioner and a diocesan CYO Administrative Official before coaching in the subsequent year.
- Any coach suspended from coaching a team is not eligible to be present as a fan for that CYO event.

F. Pitch Count Regulations

Out of consideration for the safety of our athletes it is the responsibility of each coach to know, understand, and strictly enforce the pitching limitation rules and standards provided by the PIAA. Please contact your district commissioner for copies of said standards.

G. **Eligibility**

See Eligibility Rules

H. **Playoffs**

Diocesan - first or second weekends in June, or at some other time mutually agreeable to all participants before the end of the third weekend in June.

I. **Special Game Rules**

1. The home team will provide the official scorer. The visiting team must verify the score at the end of each inning.
2. Free substitution is permitted. The starters will be permitted to return to the game. Those who are their substitutes WILL NOT be permitted to return.
3. Any unsportsmanlike behavior of a player, such as the violent throwing of helmet or bat or deliberately trying to injure an opponent will result in the offender being removed from the game.
4. Players not in the game must remain on the bench or in the warm-up area and at no time while the game is in progress, go behind the backstop. The next batter must be in the on-deck area ready for his time at bat.
5. Players at bat and on the bases **MUST** wear a helmet. Penalty for refusing will result in being removed from the game. Liners, such as used inside baseball caps, are prohibited. Each team must have at least four helmets.
6. Visiting teams at weekend games must be allowed no less than thirty minutes practice - weekday games, no less than fifteen minutes practice time. Common sense should prevail at all times.
7. Bases will be established at 80 feet and the mound will be 54 feet from home plate.
8. Metal spikes are not permitted.

J. **Practice**

In order that all teams have a fair chance and equal time to prepare, practice **MAY NOT** start before March 15. All practices, games, etc. must end the third weekend in June.

SOFTBALL

A. Designation

Each district is to designate one Adult Commissioner for each league.

B. Rosters

Each District Commissioner must submit to OYYAM, completed rosters by April 1st.

C. Deadline

All rosters are frozen as of April 15th.

D. Game Rules

All games are to be played under the current PIAA Softball Rules, except where amended by Diocesan or local rules.

E. Playing Time

- Only players that meet all eligibility requirements, both team-specific (such as required attendance at practices) and diocesan, may be allowed to play in any game.
- Teams must place every player on the roster and in attendance in the batting line-up.
- It is required that each player plays 2 innings in the field every game, including playoffs. There may be unlimited substitutions.
- A pitcher removed from the pitching position may pitch again provided that at least one batter has been put out or reached base, or a third out has been made. Other pitching regulations still apply.
- Infractions of the playing time policy will result in a warning for the 1st offense:
 - If witnessed by a designated representative of CYO, a warning will consist of a verbal address to the coach following the game in question.
 - If the 1st offense is not witnessed by a designated representative of CYO, an investigation will be conducted. If it is found to be a valid offense, a warning will consist of a verbal address to the coach via a phone call. After the coach has received the warning, any subsequent verifiable offense of the playing time policy will result in a forfeit of the game and suspension of the coach.
- A 2nd verifiable offense of the playing time policy in the same season (including playoffs) will result in a forfeit of the game for the team, two game suspension of the coach, and the coach will need to meet with the District Commissioner and a diocesan CYO Administrative Official before coaching in the subsequent year.
- Any coach suspended from coaching a team is not eligible to be present as a fan for that CYO event.

E. Eligibility

See Eligibility Rules.

F. Dates

Practice may not begin before March 15. All practices, games, etc. must end the third weekend in June.

H. Special Game Rules

1. The home team will provide the official scorer. The visiting team must verify the score at the end of each inning.
2. Any unsportsmanlike behavior of a player, such as the violent throwing of a helmet or bat or deliberately trying to injure an opponent will result in the offender being removed from the game.

Diocesan CYO Softball Rules

THE GAME

PIAA Rules will be followed with the following exceptions:

- A. Base Coaches - A team member or rostered adult.
- B. There shall be 10 fielding players. No designated hitter or extra hitter allowed.
- C. A pitcher who hits 3 batters in one inning or 5 batters in one game will be removed from the game as a pitcher.
- D. A batter, who in the opinion of the umpire, deliberately attempts to be hit by a pitch, shall be declared out.
- E. Pitching distance -40 feet.
- F. PIAA uniform code will not be enforced, but players on the same team should have the same color shirt and have numbers prominently displayed.

CHEERLEADING

1. Cheerleading is a sport which has the primary purpose of supporting and promoting spirit for the CYO activities. It also is to provide a strong foundation of cheer skills development. This means that all Cheerleading squads will act in a matter of a true sport's team and cheer at all of their team's games for the season they are rostered. Failure to do so will result in elimination for competition eligibility as "Competition-only" Squads are prohibited.
2. Designation:
Each district is to designate one Adult Commissioner for each league.
3. Eligibility:
All coaches and players must adhere to all DIOCESAN rules, guidelines, eligibility standards, program identification and sponsorship qualifications regardless of when and where they are cheering, performing or practicing.
4. Divisions:
 - A) Varsity: grades 8th, 7th, 6th and 5th
 - B) Junior Varsity: grades 6th, 5th and 4th
 - C) Biddy: grades 4th, 3rd, 2nd and 1st
5. Practices may not begin before:
 - A) FALL cheerleading: August 1st
 - B) WINTER cheerleading: October 20th
 - C) SPRING cheerleading: March 15th
6. Practices, etc. must end by:
 - A) FALL cheerleading: 1st weekend in November
 - B) WINTER cheerleading: 3rd weekend in March (exception for State playoffs)
 - C) SPRING cheerleading: 3rd weekend in June
7. Rosters:
 - A) Each District Commissioner must submit completed rosters to OYYAM by:
 - 1) FALL cheerleading: September 1st
 - 2) WINTER cheerleading: December 1st
 - 3) SPRING cheerleading: April 1st
 - B) All rostered coaches for a Mounting squad must have current certification from a national cheerleading organization including NCA, UCA, USG, and ACCA. As of the 2010-2011 season, NESSA will NOT be accepted. You must contact your District Cheerleading Commissioner for approval of certification from any other organization. All rostered coaches must provide proof of certification to OYYAM with the team roster.
 - C) The District Cheerleading Commissioner for a Mounting Squad will indicate on the roster that all coaches listed are currently certified.
 - D) Coaches for a Mounting squad must renew their certification every year.

- E) Cheerleading squads submit separate rosters for each Division and /or if they are cheering during more than one season.
 - F) All rosters are frozen as of:
 - 1) FALL cheerleading: October 1st
 - 2) WINTER cheerleading: January 1st
 - 3) SPRING cheerleading: May 1st
8. Cheerleaders will not be able to wear jewelry. Medical bracelets are exempt from this rule but must be taped to the wrist for all cheerleading activities.
 9. Cheerleaders' hair of shoulder length or longer must be pulled back in a ponytail or braid.
 10. Cheerleaders' make-up must be modest and age appropriate, which is at the discretion of the coach and / or parents. Uniforms must be appropriate in style and length. No bare midriff allowed.
 11. Coaches are responsible for their cheerleaders' conduct.
The following must be adhered to:
 - A) No booing
 - B) No show of poor sportsmanship
 - C) No kicking of benches and/or bleachers
 - D) No Cheering during a foul shot time for either team. Foul shot time is defined as when the player and/or players approach the foul line area until the clock starts again and/or the game is over.
 12. Pom-poms for indoor usage are not allowed on the playing floor at any time except at half-time of games.
 13. Signs and/or banners, where permitted, may be attached to walls etc. with masking tape and must be removed completely before leaving the playing area. Signs may only be used as a prop by the cheerleaders.
 14. Both cheerleading squads may be on the playing area for pre-game warm-ups and/or opening and/or closing game ceremonies provided that they do not interfere with the players during the warm-up.
 15. For outdoor cheerleading activities, the cheerleading area is behind the players' bench and at a safe distance from the sideline boundary of the field of play. It is the responsibility of the coaches to ensure that the area is safe for cheerleading.
 16. For indoor cheerleading activities, the cheerleading area will be the bleachers and/or a safe distance from the sideline boundary of the field of play while the game action is going on. Seated bench cheers are permitted at any time, excluding during foul shot time.
See Item 11-D. Standing sideline cheers are allowed only during a dead ball, while the clock is stopped and excluding during foul shot time. NO MOUNTS ARE PERMITTED ON THE SIDELINE AT ANY TIME PRIOR TO, DURING OR AFTER THE GAME.

17. Cheerleading Protocol states that the visiting squad should cheer first then followed by the home team. This protocol should be followed when squads are allowed on the playing area, except for Item 14.
18. All tumbling must be performed without the aid of spotters. Also, no layout or twisting flips allowed.
19. The following tumbling skills will be permitted as follows:
 - A) Biddy level: Only cartwheel, split, forward and backward roll regardless of the status of the squad.
 - B) JV and Non-mounting Varsity Squads: All of the biddy level plus round off, handstand and backbends
 - C) Varsity Mounting Squads: All of the biddy level, JV and Non-Mounting Varsity Squads plus back and front walkover, back and front handspring and back tuck
20. Basic Mount Definitions:
 - A) Base: support person maintaining weight bearing contact with the cheering surface
 - B) Flyer: an individual who is supported off the cheering surface by one or more bases
 - C) Back Spot: a cheerleader who provides non-weight bearing support during the stunt and aides in the mounting and dismounting of a flyer during the stunt
 - D) Extensions that have weight bearing points of the flyer over the head of the base are not permitted.
21. Mounts will be allowed according to the following guidelines:
 - A Safety is our first priority. No cheerleader is to perform a mount that exceeds their ability.

The following are strictly prohibited at all levels:

1. Extension mounts (with the exception of an extended chair mount)
 2. Basket toss
 3. Sweep, flip or twisting dismounts
 4. Pendulum or table top mounts
 5. More than one flyer per mount
 6. Unguided dismounts (with the exception of a pop to cradle for varsity)
 7. Moving mounts which do not have a back spot
 8. Bases providing primary support for more than one flyer
- B) No mounting is allowed at all for the Biddy level
 - C) JV and Non-Mounting Varsity Squads must maintain one foot on the floor at all times during the creation of mounting formations.
 - D) JV Mounting Squads may mount to a 1-½ person's height level. Flyer's feet must not be higher than ½ of the standing height of the base. Standing base must maintain hand to body contact with the flyer at all times

- E) Varsity Mounting Squads may mount to a 2 person's height level. Flyer's feet may not be higher than the shoulder of the standing height of the base. One foot must remain no higher than shoulder level when the mount is set.
All mounts at this height level require having a back spot. The only allowable dismounts at this level are a step off, stomach/shove wrap or a pop to cradle dismount.
 - F) Pyramids and/or formations may interconnect mounts. However, each mount group must be able to perform the stunt as an individual group. Flyers must receive primary support from the bases in their mount. Connection to mounts must be superficial.
22. Routines must be appropriate for family viewing. Any vulgar or suggestive movements, words or music will result in elimination. This includes but is not limited to:
- No tear-away uniforms or removal of clothing is allowed.
 - No pelvic thrusts, body waves/rolls, extreme hip gyrations, upper body movements that have a sexual connotation.
 - No bending with bottom facing the audience
 - No sticking out tongue or any facial expressions or movements of a sexual nature.

Additional Rules for Cheerleading Competition and Exhibition

DISTRICT COMPETITION & DIOCESAN FINALS ALL DIVISIONS

1. Grade School Division (Grades 5 through 8). Squads must have an eligible roster on file with the Diocese. JV cheerleaders must be submitted on a separate roster.
 - A. No cheerleader younger than fifth grade will be able to compete in the District and Diocesan Cheerleading Competition.
 - B. All cheerleaders rostered for a Varsity squad must compete on the same squad and team at the District and Diocesan Cheerleading competitions. (Only exception will be for disciplinary dismissal, illness, or injury). Creation of a 'Competition Squad' is strictly prohibited.
 - C. Practice for the competition may not begin until Oct. 20.
2. There will be no limit to the number of cheerleaders on a squad. All cheerleaders must be listed on the roster and filed correctly with the Diocese.
3. Squads will designate as either a Mount or Non-Mount squad for competition. Qualified mount squads may elect to enter either category but may not enter both.
4. Each district will designate only one representative to the Diocesan Finals for each of the three divisions: Cheerleading Non-Mount, Cheerleading Mount & Pom Dance Divisions.
5. Cheering positions will be drawn on the day of competition. Coaches will sign in at the registration table immediately upon arrival and meet with the moderator to draw positions.
6. No specialty items such as flowers, gloves, etc. may be worn during the squad's performance. No jewelry of any kind may be worn by the participants with the exception of medically necessary bracelets. (See basic Cheerleading rules) Team mascots are prohibited. Pom poms are permitted ONLY during the Pom Dance Division. Signs are permitted ONLY during the Cheerleading Divisions.
7. The Title and Artist of ALL music used in competition must be submitted to OYYAM a minimum of 30 days prior to the Diocesan Competition for approval. Music for the District and Diocesan competitions must be the same. Failure to have your music approved will result in disqualification from the Diocesan competition.
8. Maximum time for each *competition* routine will be 2 ½ minutes.

Cheerleading Divisions: Cheerleaders may start in formation on the floor. Time begins with the start of music or the first cheer motion or vocals. Time ends with the finish of all music, cheer motions, or vocals. Music, signs and megaphones are allowed. Music may not exceed 1¼ minutes.

Pom Dance Division: Time begins and ends with the music; cheerleaders may take positions on the floor prior to start of music. The squad MUST have poms in hand for a minimum of 1½ minutes. Five points penalty will be deducted from the squad's final score in the round if the above rule is not followed.

9. Maximum time for each *exhibition* routine will be 1 ½ minutes. All rostered age divisions are invited to participate in the exhibition portions of the Diocesan Competition but are not eligible for competition awards. The exhibition is solely for the purpose of additional squads to showcase their talents and so they experience a competition at this level to encourage future participation.
10. Rules for individual division:
 - A. **Cheerleading – Both Divisions:** Each squad will perform a routine with cheers, mounts and dance. Cheerleaders will be judged during the entire performance time.
 - B. **Cheerleading Non-Mount Division:** Squads must maintain one foot on the floor at all times during the creation of formations. Jumps and tumbling are permitted as set forth for Non-Mounting squads in the Diocesan Cheerleading Rules.
 - C. **Cheerleading Mount Division:** Squads may only perform mounts which comply with criteria set forth in Diocesan Cheerleading Rules. Jumps and tumbling are permitted as set forth for Mounting Squads in the Diocesan Cheerleading Rules.
 - D. **Pom Dance Division:** Mounts are prohibited for all squads in this division. Squads must maintain one foot on the floor at all times during the creation of formations. Jumps and tumbling are permitted to the level of Non-Mount Squads as set forth in the Diocesan Cheerleading Rules for ALL squads participating in the Pom Dance Division regardless of squad status (Mount/Non-mount).
11. Disturbing or interrupting the performing squad in any manner is STRICTLY FORBIDDEN. Other than during a squad's performance, cheering by squads is limited to response cheers, practice, and intermissions. A penalty of five (5) points will be deducted from the final score of all divisions participated in by a squad who violates this rule.
12. There will be no more than 5 judges. High and Low scores will be eliminated. The remaining scores will be totaled. Do not round or average scores. Only judges and the event moderator will have access to the score sheets.
Each district will supply one judge for Diocesan competition. Each judge will be deemed eligible under these standards:
 - Cannot be related to any member or coach of any squad.
 - Cannot be in any way responsible for the choreography of any dance or cheerleading routine
 - Must have a minimum of two (2) years of cheer or dance experience at the high school level or higher
 - Will not have any CYO suspension or other disciplinary action on record.
13. Penalties for violation of the above rules are assessed by the moderator after the judges have scored. A five (5) point penalty is assessed to the final score for each violation. Any protest regarding a squad's performance must be made to the moderator during the intermission immediately following the division. **No protest is to be made in the presence of the judges.**

14. In the event of a tie in the first place position the high and low score are added back into the raw scores of the squads involved in the tie and all scores added. The new total is used to determine a 1st and 2nd place team. At the District Competition, it is recommended that the tie breaker rule is only implemented in the case of a first place tie. Ties for 2nd or 3rd should remain, giving all squads awards.
15. All decisions of the judges and competition moderator will be final.
Inappropriate behavior, as deemed by the judges, will result in elimination.

OPEN EVENT TRACK AND FIELD

Diocesan CYO Track and Field Meet: To be held in May

1. Eligibility
See Eligibility Rule A
2. Age requirements:
 - A. Students must be in the 6th, 7th or 8th grade to participate
 - B. 8th grade division: no student may be 15 years of age or older before September 1st of the previous year.
 - C. 7th grade division: no student may be 14 years of age or older before September 1st of the previous year.
 - D. 6th grade division: no student may be 13 years of age or older before September 1st of the previous year.
3. All standard CYO roster rules apply. Rosters are due to OYYAM by May 1st.
4. Any changes to the roster that have to be made the day of the meet (except for injury) must be made 30 minutes prior to the meet. These should be kept to a minimum.
5. All non-participants must remain off the field throughout the competition. Participants waiting for their event are asked to wait off the track.
6. No starting blocks or spikes will be allowed.
7. No pacing of runners allowed.
8. If there is a question regarding an event, the referee should be informed immediately.
9. Running events take precedence over field events.
10. All participants must compete on grade level only, with the exception of relays who must compete at the highest grade level of the team.
11. Any student may participate in a maximum of 4 events, but any one parish/school may enter no more than 3 participants per event, except for the 4-person relay.
12. Points will be awarded as follows:

1 st place	6 points
2 nd place	4 points
3 rd place	3 points
4 th place	2 points
5 th place	1 point

EXCEPTION: Relays will only award 1st place points

13. One team trophy will be awarded within 1 (one) hour of the ending of the final event. The team with the most points overall is declared the champion.
14. Medals will be awarded for individual places 1-3 (except relays which is only 1st place)

Diocesan CYO Track and Field Events by Division

8th Grade Boys

100 meter dash
 400 meter run
 800 meter run
 1600 meter run
 800 meter relay
 8 pound shot put
 High jump
 Running long jump
 Youth Javelin

8th Grade Girls

100 meter dash
 400 meter run
 800 meter run
 1600 meter run
 800 meter relay
 8-pound shot put
 High jump
 Running long jump
 Youth Javelin

7th Grade Boys

100 meter dash
 400 meter run
 800 meter run
 1600 meter run
 800 meter relay
 6-pound shot put
 High Jump
 Running long jump
 Youth Javelin

7th Grade Girls

100 meter dash
 400 meter run
 800 meter run
 1600 meter run
 800 meter relay
 6-pound shot put
 High Jump
 Running long jump
 Youth Javelin

6th Grade Boys

100 meter dash
 400 meter run
 800 meter run
 1600 meter run
 800 meter relay
 6-pound shot put
 High Jump
 Running long jump
 Youth Javelin

6th Grade Girls

100 meter dash
 400 meter run
 800 meter run
 1600 meter run
 800 meter relay
 6-pound shot put
 High Jump
 Running long jump
 Youth Javelin

OPEN EVENT CROSS COUNTRY

Cross Country Meet: To be held in October

A. Eligibility

All grade school boys and girls as in Rule A.

All teams must submit a team roster to OYYAM by September 15th.

B. Divisions

8 Divisions (4 boys, 4 girls)

1. Kindergarten to Grade 2
2. Grade 3 to Grade 4
3. Grade 5 to Grade 6
4. Grade 7 to Grade 8

C. Courses

Division 1 ½ Mile Fun Run

Division 2 1 Mile

Division 3 1 1/2 Miles

Division 4 2 Miles

D. Stipulations

1. Must comply with Diocesan rule on insurance and eligibility and have permission slip signed by parents or guardian.

2. Must compete on grade level.

3. No pacing of runners is allowed during any meet.

E. Awards

Trophies will be presented to the top three finishers in each division.

Medals will be presented to 4th and 5th place finishers.

A team trophy will be awarded to the 1st place team in each division.

DIOCESAN DECLAMATION COMPETITION

Rules and Regulations

1. District Champions eligible for the Diocesan Competition must be in seventh or eighth grade.
2. Each district may send 2 entries - one boy and one girl, regardless of 7th or 8th grade. Students will compete against their own gender.
3. Each contestant will deliver, from memory, a speech no longer than 7 minutes, and no shorter than 4 minutes.
4. The competition will consist of two rounds. Before the competition begins, each contestant will draw a number to determine the order in which they will compete.
5. Declamation does not include either poetry or dramatic readings.
To clarify: Declamation is an historical speech written and delivered by the original author. On the entry sheet for Diocesan Competition, there will be a space for title, author, and date, if known - when and where the speech was given.
6. Scoring will be based on balloting by at least 4, no more than 6 judges. The host district will provide the judges.
7. Awards will be given to the 1st and 2nd place boy and 1st and 2nd place girl.
8. At the district competition, the registration form should include the child's name, phone number, speech title, when and where the speech was originally given, who gave the speech, and the audience to whom the speech was given. The moderator's name and phone number should also be included.
9. At the district level, the judges must make sure that the speech to be presented by each contestant fits the category of DECLAMATION.
10. On the parish or school level, if there is any uncertainty about the eligibility of a speech, contact the District Coordinator prior to the District Competition.
11. The same speech used for the District Competition must be used for the Diocesan Competition.

DIOCESAN SPELLING BEE

Rules and Regulations

1. District Champions eligible for the Diocesan Final must be in sixth, seventh or eighth grade.
2. The finals will be an oral competition with eliminations on a “miss-and-out” basis.
3. Before the competition begins, each contestant will draw a number to determine the order in which they will compete.
4. In competition, after the pronouncer gives the contestant a word, it is requested that the contestant pronounce the word and pause before starting to spell. This will give the pronouncer and the judges an opportunity to correct the contestant if he has misunderstood the word given. Pronunciation, however, will not have any bearing on the qualification or the elimination of any contestant.
5. The contestant may request the pronouncer to re-pronounce the word, define it, or use it in a sentence. The pronouncer shall grant a total of three presentations of the word to the contestant. After the third presentation of the word, the contestant must begin spelling within 30 seconds and complete spelling within 90 seconds, or the judges will disqualify him.
6. Upon missing the spelling of a word, the contestant immediately drops out of the competition. The next word on the list is given to the next contestant in line.
7. Once a contestant begins to spell a word, letters cannot be changed once they are pronounced. A speller, having started to spell a word, may retrace the word, provided that letters and their order of sequence are not changed in the retracing.
8. If no definition of a homonym is given, the correct spelling of either word shall be accepted as correct. When a speller is given the definition of a homonym, he / she must spell the correct word (the word defined.)
9. Webster’s Third New International Dictionary Unabridged will serve as the final authority for the spelling of words.
10. When the contestants are reduced to two, the elimination procedure changes. As soon as one contestant misspells a word, the other contestant immediately shall be given an opportunity to spell the same word. If the second contestant spells that word correctly, plus the next word on the pronouncer’s list, then that contestant shall be declared the winner.
11. If one of the last two spellers, after correcting the misspelled word of the other speller, then goes on to misspell his/her new word, that word shall be referred back to the first speller for correction. If the first speller succeeds in correcting the misspelling and spells his/her own word correctly, then he/she shall be declared the champion.
12. If both misspell the same word, both shall continue in the competition.

13. Any protest relating to the spelling of a word must be referred to the judges immediately. No protest can be entertained after a round is completed or after the contest is terminated.
14. The judges are in complete control of the Bee. Their decision shall be final in all protests.
15. It is strongly recommended that the districts follow this format so that the spellers will be familiar with the Diocesan Finals format.
16. **TWO ROUNDS OF WARM-UP WORDS WILL BE GIVEN.**
If a word is missed during warm-up, the speller will not be eliminated from competition.
The competition officially begins with the **THIRD** round.
17. The Diocesan Office of Youth and Young Adult Ministry will post the list of words for the Diocesan Spelling Bee Competition on the Diocesan website.
18. Awards will be given to the Champion, 2nd place, and 3rd place winners in each grade level.

DIOCESAN ACADEMIC BOWL

Rules and Regulations

1. Format

Diocesan format will depend upon the number of competing teams. There will always be an even number of teams, even if it is necessary to admit a second place district team on a rotating basis.

2. Team Players and Substitutions

- a. Each team consists of six to ten players with at least two being from Grade 7 and the remaining being from Grade 8.
- b. Each round will be played with four team members, one of which must be from Grade 7.
- c. Substitutions may be made after the conclusion of any round.

3. Games

- a. The Academic Bowl consists of three games.
- b. Each game consists of three rounds.
- c. Each round consists of 12 toss-up questions and earned bonus questions.
- d. If a game should end in a tie, only toss-up questions will be used. The first team to answer two questions correctly will be the winner of the game.

4. Answering

A. **Any team member is permitted to answer ONLY when recognized.**

They must begin their answer immediately upon being recognized.

Any delay, as determined by the judge, will result in the question being offered to the opposing team. A bonus will be available.

B. Toss-Up Questions

1. Team members must look straight ahead.
2. **Any team member is permitted to answer ONLY when recognized.**
3. Conferring during toss-up questions is not permitted. If the judge determines that conferring has occurred, a five-point penalty will be awarded and the option of answering will go to the other team. The bonus will still be available.
4. There is no penalty for an incorrect answer if given after the question has been completely read.
5. If a question is interrupted in progress and a correct response is given, the answering team will receive full point value and the chance at a bonus question.
6. If a question is interrupted in progress and an incorrect response is given, the answering team will be penalized five points. The question will be read in its entirety and the option of answering goes to the other team with full point

- value. The bonus will still be available.
7. When a team member is recognized to answer a toss-up question but submits an incorrect response, the option to answer is given to the other team with full point value. The bonus will still be available.
 8. If a team member answers before he/she is recognized, the team will be penalized five points, and the option to answer will be given to the other team with full point value. The bonus will still be available.
 9. If a team member answers that is not the player recognized to answer, the team will be penalized five points and the option to answer will go to the opposing team with full point value including possible bonus.

C. Bonus Questions

1. Bonus questions are given to the team who answers a toss-up question correctly.
2. The team captain is the only one permitted to answer.
3. Conferring is permitted until the team captain is recognized to answer.
4. When the judge determines that verbal conferring has taken place during the captain's answering, the answering team will not be awarded any of those bonus points.

5. Scoring

- a. A correctly answered toss-up question is valued at 10 points.
- b. A correctly answered bonus question is valued at 5 points for a total of 20 points per bonus section.
- c. With some bonus questions a team may receive all or part of the total point value. The questioner and/or judge determine this after deciding the completeness and accuracy of the response.

6. Timing

- a. The timekeeper will begin timing after the question has been completely read and stop timing when a player is recognized to answer.
- b. If an incorrect toss-up answer is given, the option to answer goes to the other team, and they have the remaining time in which to respond.
- c. Toss-up times are 10 seconds for all areas except math questions, which are 30 seconds.
- d. Bonus times are 30 seconds for all areas except math questions, which are 50 seconds.

7. Personnel

Each participating parish/school will send two adults (in addition to the moderator) EXPERIENCED in one or more of the following areas:

a. Judge

Will be responsible for all necessary decisions during the games; will determine the team member entitled to answer; may consult with the Questioner to determine the accuracy of an answer and the total points to be awarded; the decisions of the judge are final.

- b. Moderator
 - Is responsible for the team members during the competition and, in cooperation with the Judge, the decorum of teams and guests.
- c. Questioner
 - Will read in a loud, clear voice the toss-up and bonus questions; will announce the correct answer; will determine the accuracy and total points to be awarded.
- d. Scorekeeper
 - Will keep a running tally of scores using the appropriate score sheet; will announce the team scores after each round and the totals for the game; will not be involved in the questioning.
- e. Timer
 - Will be responsible to keep track of the 10, 30, or 50 second time periods and inform the judge when time has elapsed.

8. Scoring and Awards

At the conclusion of the third game, the team with the greatest number of wins will be declared the winner and Diocesan Champion. In the event of a tie between two teams, the victor of the head to head competition will be declared the winner. In the event of a three-way tie, the winner will be determined based on points earned.

One award will be given to the Championship Team.

MEMORANDUM: SPORTS PROPOSALS

TO: CYO Priest Chaplains, CYO District Commissioners

FROM: Susan Matour—Coordinator, Office of Youth and Young Adult Ministry
Ian Buterbaugh--Assistant Coordinator, CYO

DATE: August 2014

RE: Sports Proposals

The following sports are currently approved by the Office of Youth and Young Adult Ministry as CYO or CYO-affiliated:

Baseball	Cheerleading	Cross Country	Softball
Basketball		Cross Country	Track & Field
Bowling		Soccer	Volleyball

Any sport not currently listed is NOT considered to be a CYO or CYO-affiliated sport and is not recognized by the Diocese of Allentown as a sponsored sport. Effective immediately, any proposed new sport or event must be approved by the District and the Office of Youth and Young Adult Ministry BEFORE any athletes register.

All proposals must include the following:

- Proposed Program--name of sport/event
- Proposed start date
- Sponsoring agent with signature of pastor/principal
- Proposed facilities to be utilized
- League Affiliation

New Sports Proposals must be presented **2 months prior to the proposed start date** to the CYO District Priest Chaplain and Board for review. Once reviewed, the proposal is submitted with district recommendations to the OYYAM. Following diocesan review, the district will receive notification of approval or refusal.

Please distribute this information within your district.

To be kept with CYO program; copies
made as needed for coaches and district.

DIOCESE OF ALLENTOWN
CYO PARENTAL/GUARDIAN PERMISSION FORM & RELEASE

Participants Name: _____ Birth Date: _____ Gender: _____

Parent/Guardian's name(s): _____

Home phone: _____ Alternative phone: _____

I (we), _____ grant permission for our child, _____ to
(Parent or guardian's name) (Child's name)
participate in all related programs or events associated with the CYO Program at _____.
(Name of parish/school)

These activities will take place under the guidance and direction of parish/school employees and/or volunteers. My (Our) child understands and agrees to abide by all rules and regulations established by the Office of Youth and Young Adult Ministry and the parish/school pertaining to the CYO program. I also give my permission for my child's picture/video to be taken as a part of youth ministry activities & to be used in any promotion of parish youth activities including the website. (*Details regarding multimedia usage found on the back of this form*).

As parent(s) and/or legal guardian(s), I (we) remain legally responsible for any personal actions taken by my (our) child. In consideration for my(our) child's participation, I (we) and my (our) child, agree and understand that we assume the risks inherent in the program, and with full knowledge of the risks, we, and our heirs, successors and assigns, agree to release and to hold harmless and defend the _____, and the Diocese of Allentown, Bishop _____
(Name of parish/school)

John O. Barres, D.D., S.T.D., J.C.L., and all of _____ and their employees and representatives, including chaperones, volunteers or any other representatives associated with the program (all of whom are collectively referred to as the Diocese) from claims from or related to my (our) child's participation, or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I (we) agree to compensate the Diocese for reasonable attorney's fees and expenses incurred by the Diocese in any action brought against the Diocese as a result of such injury or damage, unless such claim arises from the negligence of the Diocese.

MEDICAL MATTERS

I (we) hereby warrant that to the best of my (our) knowledge, my (our) child is in good health, and I (we) assume all responsibility for the health of my child. I (we) also hereby grant permission for non-prescription medication (such as ibuprofen, throat lozenges, cough syrup) to be given to my (our) child, if deemed appropriate.

Emergency Medical Treatment: In the event of an emergency, I (we) hereby give permission to transport my (our) child to a hospital for emergency medical or surgical treatment. I (we) wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me (us) and the above numbers, contact:

Name & Relationship: _____ Phone: _____

Family Doctor: _____ Phone: _____

Medical Insurance Health Plan Carrier: _____

Group #: _____ I.D.#: _____

If your child is taking any medications or has any specific medical needs that should be brought to our attention (allergies, immunizations, dietary needs, physical limitations, exposure to contagious diseases (mumps, measles, etc.) please let us know by using the back of this form.

form continued on the next page, signature required

To be kept with CYO program; copies made as needed for coaches and district.

MEDICAL MATTERS (CONT.)

Medications: My (our) child is taking medication at present. My (our) child will bring all such necessary medications, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

Specific Medical Information: The parish/school should be aware of the following medical conditions. (The parish/school will take reasonable care to see that the following information will be held in confidence.)

Allergic reactions (medications, foods, plants, insects, etc.):

Immunizations: (Date of last tetanus/diphtheria immunization):

Does child have a medically prescribed diet?:

Any physical limitations?:

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, date and disease or condition:

Other concerns (academic, physical, behavioral, intellectual, etc.):

MULTIMEDIA USAGE

By signing these permission forms, I/we, hereby consent to the use of any video tapes, photographs, slides, audio tapes or any other audio or visual reproduction in which the above named individual may appear by the SCHOOL/PARISH and the Diocese of Allentown. I understand that these materials may be used for the promotional purposes including recruitment and fund-raising efforts or general publication. Promotion may include but is not limited to slide presentations, photo displays, Internet promotions, electronic multi-media or billboard display.

I agree that the photograph/ image shall be free for use and release the _____ (SCHOOL/PARISH) and the Diocese of Allentown, its employees, volunteers and agents for any liability connected with the use of said photograph or image.

We have read carefully this entire Parental/Guardian Permission Form & Release and agree to its terms and intend to be bound hereby:

Participants signature: _____

Date: _____

Parent/Guardian signature: _____

Date: _____

Parent/Guardian signature: _____

Date: _____

DIOCESE OF ALLENTOWN
PARENTAL/GUARDIAN PERMISSION FORM & RELEASE

TRAVEL FORM

Participants Name: _____ Birth Date: _____ Gender: _____

Parent/Guardian's name(s): _____

Home phone: _____ Alternative phone: _____

I (we), _____ grant permission for our child, _____ to
(Parent or guardian's name) (Child's name)
participate in this parish/school program. This activity will take place under the guidance and direction of
parish/school employees and/or volunteers from _____.
(Name of parish/school)

My (Our) child understands and agrees to abide by all rules and regulations established by the Office of Youth and Young Adult Ministry and the parish/school pertaining to the CYO program. I also give my permission for my child's picture/video to be taken as a part of this activity and to be used in any promotion of parish activities including the website. (*Details regarding multimedia usage found on the back of this form.*)

As parent(s) and/or legal guardian(s), I (we) remain legally responsible for any personal actions taken by my (our) child. In consideration for my(our) child's participation, I (we) and my (our) child, agree and understand that we assume the risks inherent in the program, and with full knowledge of the risks, we, and our heirs, successors and assigns, agree to release and to hold harmless and defend the Diocese of Allentown, Bishop John O. Barres, D.D., S.T.D., J.C.L., and all of and their employees and representatives, including chaperones, volunteers or any other representatives associated with the program (all of whom are collectively referred to as the Diocese) from claims from or related to my (our) child's participation, or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I (we) agree to compensate the Diocese for reasonable attorney's fees and expenses incurred by the Diocese in any action brought against the Diocese as a result of such injury or damage, unless such claim arises from the negligence of the Diocese.

MEDICAL MATTERS

I (we) hereby warrant that to the best of my (our) knowledge, my (our) child is in good health, and I (we) assume all responsibility for the health of my child. I (we) also hereby grant permission for non-prescription medication (such as ibuprofen, throat lozenges, cough syrup) to be given to my (our) child, if deemed appropriate.

Emergency Medical Treatment: In the event of an emergency, I (we) hereby give permission to transport my (our) child to a hospital for emergency medical or surgical treatment. I (we) wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me (us) and the above numbers, contact:

Name & Relationship: _____ Phone: _____

Family Doctor: _____ Phone: _____

Medical Insurance Health Plan Carrier: _____

Group #: _____ I.D.#: _____

form continued on the next page, signature required

MEDICAL MATTERS (CONT.)

Medications: My (our) child is taking medication at present. My (our) child will bring all such necessary medications, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

Specific Medical Information: The parish/school should be aware of the following medical conditions. (The parish/school will take reasonable care to see that the following information will be held in confidence.)

Allergic reactions (medications, foods, plants, insects, etc.):

Immunizations: (Date of last tetanus/diphtheria immunization):

Does child have a medically prescribed diet?:

Any physical limitations?:

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, date and disease or condition:

Other concerns (academic, physical, behavioral, intellectual, etc):

MULTIMEDIA USAGE

By signing these permission forms, I/we, hereby consent to the use of any video tapes, photographs, slides, audio tapes or any other audio or visual reproduction in which the above named individual may appear by the SCHOOL/PARISH and the Diocese of Allentown. I understand that these materials may be used for the promotional purposes including recruitment and fund-raising efforts or general publication. Promotion may include but is not limited to slide presentations, photo displays, Internet promotions, electronic multi-media or billboard display.

I agree that the photograph/ image shall be free for use and release the _____
(SCHOOL/PARISH) and the Diocese of Allentown, its employees, volunteers and agents for any liability connected with the use of said photograph or image.

We have read carefully this entire Parental/Guardian Permission Form & Release and agree to its terms and intend to be bound hereby:

Participants signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

**DIOCESE OF ALLENTOWN
OFFICE OF YOUTH AND YOUNG ADULT MINISTRY
DRIVER INFORMATION SHEET**

Driver

Name _____	Date of Birth _____
Address _____	Home Phone _____
Driver's License # _____	Cell Phone _____
	Date of Expiration _____

Vehicle That Will Be Used

Name of Owner _____	Model of Vehicle _____
Address of Owner _____	Make of Vehicle _____
License Plate # _____	Date of Expiration _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information

Insurance Company _____	Liability Limits of Policy* _____
(Please note: minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000)	
Policy # _____	Date of Policy Expiration _____

*** Please be aware that as the driver of this vehicle, your insurance is primary***

Driving Record

1) I certify that I have NOT had a conviction for any of the following violations in the past ten years:

- Driving under the influence of alcohol or drugs
- Hit and Run
- Failure to report an accident
- Negligent homicide
- Operating a Motor Vehicle during a period of suspension or revocation
- Using a Motor Vehicle for the commission of a felony
- Operating a Motor Vehicle without authority (grand theft)
- Permitting an unlicensed person to drive
- Reckless Driving
- Speed Contest (drag racing)

2) I certify that my driving record does not include a total of three accidents and/or moving violations in the past ten years.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as the driver of the above referenced vehicle I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used for a parish, school or diocesan location activity or business. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Signature

Date

DIOCESE OF ALLENTOWN TRANSPORTATION POLICY

Commercial carrier or contracted transportation is the most desirable method to be used and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used (e.g., commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, (chartered bus) signed contracts should be executed with an appropriate hold harmless agreement protecting the location and the Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 CSL (Combined Single Limit).

THE DIOCESE OF ALLENTOWN PROHIBITS THE USE OF 11- 15 PASSENGER VANS FOR TRANSPORTATION OF ANY PERSON(S).

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question.

1. All drivers must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed **Driver Information Sheet** on each vehicle used must be obtained prior to the trip.

It is important to note that automobile insurance generally follows the vehicle. Therefore, if an individual (employee or volunteer) is using their personally owned vehicle for a trip, their personal auto insurance is **primary**.

An individual will be prohibited from driving if:

1. The ten-year driving record includes a citation for:
 - a. Driving under the influence of alcohol or drugs
 - b. Hit and run
 - c. Failure to report an accident
 - d. Negligent homicide
 - e. Operating a motor vehicle during a period of suspension or revocation
 - f. Using a motor vehicle for the commission of a felony
 - g. Operating a motor vehicle without authority (grand theft)
 - h. Permitting an unlicensed person to drive
 - i. Reckless driving
 - j. Speed Contest (drag racing)
2. Loss history includes a total of three accidents and/or moving violations in the past 5 years.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

Situations do arise where the availability of parish approved drivers for offsite activities is inadequate. Often, the best and only solution is to have parents/guardians responsible to take and pick up the youth member from the activity site, without coordination or input from the diocesan entity.

INSURANCE PROTECTION FOR RENTED VEHICLES

In the event that your location must rent a vehicle for parish or school purposes only, the vehicle must be rented in the name of the parish or school, with a noted authorized driver. The Diocesan self-insurance auto program will provide coverage for use of the vehicle for the specific purpose only. If the vehicle were used for any other purpose, the driver's personal auto coverage would apply. Coverage may be obtained through one of the following methods:

- 1) Provide a copy of the **Diocese of Allentown Pennsylvania Financial Responsibility Insurance ID Form**, issued for vehicles owned and registered to the parish or school
- 2) Contact Catholic Mutual Group for a certificate of insurance at least one week in advance
- 3) Purchase the coverage offered by the rental company

ACCEPTABLE VEHICLES

As noted above, **the purchasing, leasing, renting or borrowing of 11-15 passenger vans to transport ANY PERSON(S) is prohibited by the Diocese of Allentown.**

“Any person(s)” is defined as any number of passengers from one to fourteen whether children or adults of any age, excluding the driver. The only exception permitted is when an adult passenger, seated and belted in the front passenger seat, is needed in the event that the 11-15 passenger van is being used for the transportation of cargo for the loading and unloading of that cargo.

Please note - these vans may still be used to transport cargo only, with passenger seats removed.

Mini-vans, designed to transport not more than 10 total occupants may be used to transport children and adults. There are also multi-function activity buses on the market that are acceptable alternatives to the 11-15 passenger van. If a Multifunction School Activity Bus (MFSAB) is used for the transportation of children, it must meet four Federal Motor Vehicle Standards: FMVSS111; FMVSS220; FMVSS221; FMVSS222. Please contact Catholic Mutual Group if you are considering the purchase or rental of a MFSAB.

GUIDELINES FOR CERTIFICATES OF COVERAGE

In order for your organization to use non-Diocesan facilities, you may be required to provide **Certificate of Coverage** to the property owner. Catholic Mutual Group provides these certificates. The purpose of the Certificate is to verify insurance coverage for your activities, and extend coverage to the property owner, if requested. By providing the Certificate to the property owner, you have verified the coverage listed on the Certificate.

Prior to contacting Catholic Mutual, you should make every effort to coordinate your request with the needs of the entire CYO program at your location. In many cases, a single certificate can be issued to cover several teams using the same facility or different facilities under the same ownership.

***** Example*****

The girls basketball, boys basketball and boys volleyball teams from St. Joseph's School in Allentown are using four public schools in the Allentown School District. A single certificate can be issued to the school district to cover all three teams at all four schools.

In many cases, the owner of the property will require you to complete or sign an agreement for use of the property. Often times, these agreements contain a hold harmless or indemnification clause, which may expose the Diocese to additional liability. In order to evaluate all potential exposures associated with issuing a certificate of coverage, **ALL CONTRACTS, AGREEMENTS OR APPLICATIONS MUST BE SUBMITTED TO CATHOLIC MUTUAL WITH THE CERTIFICATE REQUEST.**

If the owner must be named an "additional insured", this request must be made in writing. In the absence of a contract or agreement containing this request, a letter stating the requirement is sufficient.

Attached is a form for your use. It lists all of the information that is required for the certificate. **ALL** of the information **MUST** be completed in order for Catholic Mutual to issue the certificate. Once the information is obtained, you should call Catholic Mutual at (610) 439-7696 to request the certificate. You may fax the request and supporting documentation to them at (610) 439-7697, or mail it to P.O. Box F. Allentown, PA 18105

Please be aware that these certificates are issued in our local office but may need to be reviewed by the Catholic Mutual Member Services Department in Omaha, Nebraska. **ALL COMPLETED CERTIFICATE REQUESTS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO DATE THEY ARE REQUIRED TO GUARANTEE DELIVERY. Processing cannot begin until all of the information is provided.** Any requests that are not submitted at least one week prior to an event **CANNOT** be guaranteed.

A CERTIFICATE REQUEST SUBMITTED LESS THAN 48 HOURS PRIOR TO AN EVENT WILL NOT BE HONORED.

The certificate will be forwarded to the appropriate parties, per your instruction. Please retain your copy of the certificate in the file for future reference.

**DIOCESE OF ALLENTOWN
REQUEST FOR LIABILITY CERTIFICATES**

DATE OF REQUEST: _____ **YOUR NAME:** _____

SPONSORING PARISH/SCHOOL: _____

ADDRESS: _____

EVENT: _____

DATE(S)/TIME(S) OF EVENT: _____

LOCATION (S) OF EVENT: _____

CERTIFICATE HOLDER (entity requiring the certificate)

(i.e.; SCHOOL DISTRICT, PROPERTY OWNER, CITY/MUNICIPALITY)

DO THEY NEED TO BE NAMED ADDITIONAL INSURED: YES _____ **NO** _____

***** IF YES, CERTIFICATE HOLDER MUST REQUEST IN WRITING OR VIA CONTRACT AND
SUBMITTED WITH THIS FORM*****

APPLICATION OR CONTRACT ATTACHED _____ **NO CONTRACT REQUIRED** _____

MINIMUM AMOUNT OF COVERAGE REQUESTED:

\$500,000 _____ **\$1,000,000** _____ **OTHER (Specify)** _____

If a certificate has been issued for the same event in the past, please provide the form number located in the lower left corner of the certificate: **FORM #** 0206 _____

FORWARD ORIGINAL CERTIFICATE TO: _____

E-mail address: _____

FORWARD PARISH/SCHOOL COPY TO: _____

E-mail address: _____

**DIOCESE OF ALLENTOWN
SAFE ENVIRONMENT PROGRAMS**

Volunteer Diocesan Background Check Policy

Diocesan criminal background checks are required for all volunteers who are reasonably expected to come into contact with children, including but not limited to, the following volunteer positions:

- CCD/PREP Directors, Coordinators and Teachers
- CYO Coaches
- Day Care, Pre-school & Extended Care Staff
- Coordinators of Youth Ministry and Volunteers
- Boy Scout Leaders and Staff
- Cafeteria Workers
- School & Teacher Assistants
- Knights of Columbus Squires Recruiters & Youth Program Leaders

Those individuals whose background checks indicate a conviction for the following crimes will be barred from further employment or volunteer activity:

1. Relating to Criminal Homicide
2. Relating to Aggravated Assault
3. Relating to Stalking
4. Relating to Kidnapping
5. Relating to Unlawful Restraint
6. Relating to Luring a Child into a Motor Vehicle or Structure
7. Relating to Rape
8. Relating to Sexual Assault or Statutory Sexual Assault
9. Relating to Involuntary Deviate Sexual Intercourse
10. Relating to Institutional Sexual Assault
11. Relating to Aggravated Indecent Assault or Indecent Assualt
12. Relating to Indecent Exposure
13. Relating to Sexual Intercourse with an animal
14. Relating to Incest
15. Relating to Concealing the death of a child
16. Relating to Endangering the Welfare of Children
17. Relating to Dealing in Infant Children
18. Relating to Prostitution
19. Relating to Obscene and other Sexual Materials and Performances
20. Relating to Corruption of Minors
21. Relating to Sexual Abuse of Children
22. Relating to Unlawful Contact with Minor
23. Relating to Solicitation of Minors to Traffic Drugs
24. Relating to Sexual Exploitation of Children
25. A felony under the "Controlled Substance, Drug, Device and Cosmetic Act."
26. Any offense similar in nature to any of those crimes listed above

Those individuals whose background checks indicate a conviction for the following crimes will be limited from further employment or volunteer activity as indicated:

1. A person will be eligible with regard to a felony offense of the first, second or third degree other than those listed in the “barred” section above if a period of ten (10) years has elapsed from the date of expiration of the sentence for that offense.
2. A person will be eligible with regard to a misdemeanor of the first degree if a period of five (5) years has elapsed since the date of expiration of the sentence for the offense.
3. A person will be eligible with regard to an offense relating to Driving Under the Influence of Alcohol or Controlled Substance (DUI) if three years has elapsed since the date of expiration of the sentence for the offense.
 - a. However, the person will be barred from driving a diocesan vehicle and his/her own vehicle for parish/school/diocesan purposes until ten (10) years has elapsed since the date of conviction.

**The Pastor/Principal/Administrator reserves the right to temporarily suspend any individual against whom criminal charges have been filed. The suspension can be reviewed upon the conclusion of the legal proceedings involving the criminal charges.

Any questionable issues will be reviewed by the Diocese of Allentown’s Human Resources Office in consultation with the Pastor, Principal or Administrator of the location. The judgment on the suitability of the candidate for a volunteer position made by the Diocese of Allentown will be final.

A private company will be used to do the background checks.

The form on page 69 will be used to gather basic information and provide permission for the background checks to be completed. Pastors/Principals/Administrators will retain this form for their volunteer files.

The parish/school/diocesan location will process the background check using a diocesan-approved reference checking company. All results indicating criminal activity will be directed to the Diocese’s Human Resources Office for handling. Information provided by the volunteer and revealed through processing will be kept in the strictest confidence.

All volunteers who are reasonably expected to come into contact with children will be required to have a background check completed periodically at an interval to be determined by the Diocese of Allentown.

Questions regarding this policy or any procedures should be forwarded to the Human Resources Office for the Diocese of Allentown at 610-871-5200, extension 201.

DIOCESE OF ALLENTOWN

VOLUNTEER BACKGROUND CHECKS

Processing Procedures

Effective October 1, 2004, Revised November 2012

In coordination with the Employee & Volunteer Background Check policy, effective October 1, 2004, revised November 2012, which requires criminal background checks for all diocesan, parish and school employees and any volunteers who are reasonably expected to come into contact with children, the following procedures will be used to process the background checks:

1. The Pastor, Principal or Administrator distributes the Diocese of Allentown's Lay Employee/Volunteer Background Check Authorization form to his/her volunteers. This form may be reproduced.
2. The Pastor, Principal or Administrator collects the completed forms from the volunteers.
3. The Pastor, Principal or Administrator either enters the data himself/herself or assigns a trusted employee or a trusted volunteer to enter the data via internet access at www.hireright.com Regardless of who is chosen to complete this task, it remains the responsibility of the Pastor, Principal or Administrator to ensure that this employee or volunteer completes the task.
4. A username will be assigned by the Diocese of Allentown and the HireRight reference check company. Training will be provided regionally and follow-up training for new users will be provided as needed. A password will be provided to the individual assigned to process the checks. Customer Service support via a toll free number by HireRight will be available at no charge.
5. In the event the user changes, HireRight should be notified so that a new password may be issued to provide the utmost confidentiality in the use of the system.
6. The HireRight website will indicate a clear check almost instantaneously.
7. It may take up to six (6) weeks for a background check with activity present to be processed. Therefore, if the software indicates that the check is, "Pending Diocesan Receipt and Review," then the individual should not be allowed unsupervised contact with children until the individual has been cleared.
8. **All background checks with activity present will be reviewed by the Diocese's Human Resources Office.** After review, the Diocese will change the pending status to "Meets Company Standards" or "Does Not Meet Company Standards". The Pastor/Principal/Administrator will be contacted to discuss the individual's report results in the event of an unfavorable finding. At no time will the location have access to the actual criminal records of any individual for confidentiality purposes.
9. Volunteers who are reasonably expected to come into contact with children and all employees will be required to have a background check completed every five years.
10. It is the Pastor, Principal or Administrator's responsibility to ensure that all volunteers have returned completed forms and have complied with the above outlined process.

DIOCESE OF ALLENTOWN

Lay Employee / Volunteer Background Check Authorization

THIS FORM MAY BE REPRODUCED

Full Name (*Print*) _____
(please provide middle name) *First Name* _____ *Middle Name* _____ *Last Name* _____

Address (*Current*) _____

City/State/Zip _____

Telephone Number_____

Where Employed /Volunteering (*Diocesan Location*) _____

City _____ Position _____

Have you had a previous background check through the Diocese of Allentown? Yes No

* *

Social Security Number _____ Date _____
of Birth _____

Driver's License Number _____ State _____
of License _____

Previous Address (*Within the past five years*) _____

City/State/Zip _____

Previous Address (*Within the past ten years*) _____

City/State/Zip _____

I hereby grant to the Diocese of Allentown permission to complete a Criminal Background Check, to conduct a social security number verification and to complete a Motor Vehicle check, if applicable. I consent to the Diocese following these procedures, making these inquiries and sharing this information with other Roman Catholic Dioceses, as necessary.

Signature _____ Date _____

Any questions regarding this form or its usage should be directed to the Human Resources Generalist at (610) 871-5200, Extension 262.

Completed form must be returned to the Pastor, Principal or Administrator who requested its completion.

****Parish/School must retain this completed form for employee/volunteer files.****

**EMERGENCY REPORTING
IN THE EVENT OF AN EMERGENCY,
CONTACT 610-439-7696 IMMEDIATELY**

**This is Catholic Mutual's Telephone Number.
It has a 24-hour answering service connected to the line. Please press 1 if you get voice
mail and your call will be forwarded to an answering service.
INFORM THE OPERATOR THAT YOU HAVE AN EMERGENCY and your message
will be forwarded to the Emergency Response Team immediately.**

(Normal business hours are Monday through Friday from 8:30 a.m. to 4:30 p.m.)

The Emergency Response Team should be notified when the following *non-routine* conditions arise (please use your discretion):

- A. The Police are called to a diocesan location or diocesan sponsored event.
- B. The Fire Department is called to a diocesan location or diocesan sponsored event.
- C. An ambulance is required at a diocesan location or diocesan sponsored event.
- D. Emergency Municipal Services (water, sewer, gas) are called to a diocesan location.
- E. The Department of Environmental Protection (DEP) is called to a diocesan location.
- F. There is a threat of violence.
- G. There is significant property damage that creates a hazardous or dangerous condition.
- H. An incident at a diocesan location or during a diocesan sponsored event results in:
 - Death
 - Serious head trauma / Brain Damage
 - Eye Injuries with potential for partial or total loss of eyesight
 - Severe burns
 - Spinal Cord/ Back Injuries with potential for paralysis
- I. A school is closed due to an emergency situation (other than snow).

Emergency Response Team members are:

Kelly C. Bruce, A.R.M.—Team Chairman
Director of Insurance and Real Estate, Diocese of Allentown

Gary Dvorshak, A.R.M.
Claims/Risk Manager, Catholic Mutual

Gerald E. Flavelle
Safety, Fire Prevention and Construction Officer, Diocese of Allentown

Ronald J. Jacobs
Director of Financial Administration and Human Resource,
Diocese of Allentown

Karen Messics, A.R.M.
Risk/Claims Manager, Catholic Mutual

Edward Ritter
Facilities Manager, Diocese of Allentown

DIOCESE OF ALLENTOWN
STUDENT AND ATHLETIC ACCIDENT PROGRAM - 2014-2015
OPTIONAL 24 HOUR WRAP AROUND COVERAGE

ELIGIBILITY

Any student who attends day care, pre-kindergarten, kindergarten, elementary or secondary school is eligible. Eligibility shall also extend to CCD students for student activities and CYO participants for scheduled events.

COVERAGE UNDER STUDENT ACCIDENT PLAN

This plan provides coverage for all eligible students for Injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the school premises. This includes participation in interscholastic sports including interscholastic football, religious services, summer recreation activities, travel to and from school and other necessary travel.

DEFINITIONS

USUAL AND CUSTOMARY - means in no event shall the Company's payment for medical or surgical procedures exceed the

Usual and Customary charges which in the Company's experience are normally made by the majority of physicians in that area.

INJURY- bodily injury resulting directly and independently of all other causes from a specific accident.

HOSPITAL - an institution legally operated and approved as a hospital by the responsible state agency. It must: (a) be primarily engaged in providing medical care and treatment to sick and injured persons on an inpatient basis for which a charge is made; and (b) provide 24 hour nursing service by or under the supervision of a registered graduate professional nurse (RNs). It does not include convalescent, rest or nursing facilities or facilities for drug and alcohol rehabilitation, custodial or educational care.

OTHER INSURANCE PLAN - shall mean any plan providing dental or medical expense benefits for or by reason of dental, physician, nurse, hospital care, treatment, or confinement, or the performance of surgery and/or anesthesia, which benefits are provided by; 1) any type of Blue Cross or Blue Shield plan, Health Maintenance organization or similar organization, any individual, group, blanket, or franchise insurance, employee benefit plan or any plan arranged through an employer, trustee, union, Health Maintenance organization or employee benefit association; or 2) any plan or program created or administered by national or state government, or agencies thereof.

BASIS OF BENEFITS

Under this plan, the first \$100 of covered charges are paid without applying any deductible or collectible benefits under Other Insurance Plans.

\$5,000,000 STUDENT ACCIDENT MEDICAL EXPENSE BENEFITS

Benefits will cover the Usual and Customary expenses for the medical services listed below. Benefits are payable for ten years, provided services commence within 90 days of the date of the accident subject to a Maximum Benefit of \$5,000,000.

Hospital Services - room and board, miscellaneous expenses and outpatient services are covered up to the Usual and Customary charges for necessary medical services.

Surgery - covered up to the Usual and Customary charge.

X-Rays - covered up to the Usual and Customary charges.

Physicians Visits - non-surgical doctor's visits will be paid up to the Usual and Customary charge.

Physiotherapy - diathermy, heat treatment in any form, adjustment, manipulation or massage is covered up to the Usual and Customary charge in the hospital. Coverage is also provided for necessary treatment in the doctor's office or by a Sports Medicine Center or similar facility provided the treatment is rendered by a licensed physician or registered physical therapist.

Prescription Drugs and Appliances - prescription drug, orthopedic braces and appliances are covered in full up to the Usual and Customary charge when prescribed by a physician.

Dental Services - covered up to the Usual and Customary charge. Treatment must commence within 26 weeks of the date of the accident and benefits are payable for up to 260 weeks from the date of the accident.

EXCLUSION AND LIMITATIONS

This policy does not cover: (a) service or treatment rendered as part of the school services by a physician or any other person employed or retained by the policyholder; (b) any active participation in a riot, terrorist act, insurrection or war; either declared or undeclared; (c) hernia; (d) self inflicted Injuries, suicide or attempt thereof; (e) vegetation or ptomaine poisoning if resulting from an accident or external wound; (f) bacterial infections (except pyogenic infections due to accidental open cuts); (g) congenital defect; (h) Injuries sustained as a result of skiing or snowboarding, unless sponsored, scheduled and supervised by the policyholder; (i) Injury or Sickness for which Workers' compensation or similar occupational benefits are available; (j) any loss sustained or contracted in consequence of the insured's being intoxicated or under the influence of any narcotic unless administered on the advice of a physician; (k) Injuries sustained as a result of operating, riding in or on, entering into, alighting from or being struck by a motorized engine driven 2, 3 , or 4 wheel vehicle, go-cart, dune buggy, all terrain vehicle, snowmobile or similar vehicle; (l) Injuries sustained as a result of practice or participation in tackle football in any form, except for Injuries which occur during practice or participation in interscholastic tackle football which is sponsored and scheduled by, and under the supervision and control of the master policyholder; (m) Dental Implants.

CLAIMS PROCEDURES

In the event of an Injury: 1. Notify the school/parish immediately; 2. Secure a claim form from the school/parish; 3. Complete the claim form, sign the claim form in all necessary places and remit with itemized bills to the **Claims Administrator, Bollinger Inc., P.O. Box 706, Short Hills, NJ 07078**

OPTIONAL 24 HOUR WRAP AROUND COVERAGE

Each student has the option to extend the School time coverage purchased by the Diocese of Allentown to 24 Hour Coverage. Coverage is then not limited to school connected accidents but also covers accidental Injury at home or away, anytime, anywhere except for those activities specifically excluded by the Policy or any endorsement. The additional annual premium for this 24 hour coverage is \$88.

UNDERWRITING INSURANCE COMPANIES

This program is underwritten by Monumental Life Insurance Company, Cedar Rapids, Iowa, (a Transamerica company).

PROGRAM ADMINISTRATOR

This program is administered by Bollinger Inc., 101 JFK Parkway, Short Hills, NJ 07078. Their toll free claims telephone number is 1-866-267-0092.

PREFERRED PROVIDER NETWORK

Discounts on fees for services rendered are available by using a **First Health** Provider. **First Health** is a nationwide network of health care providers who have agreed to accept discounted fees for their services. To find a **First Health** Provider, please go to www.myfirsthealth.com. Use of a **First Health** Provider is strictly voluntary.

(THIS IS A SUMMARY ONLY. FOR EXACT POLICY TERMS AND EXCLUSIONS, SEE THE MASTER POLICY HELD BY THE DIOCESE OF ALLENTOWN)

Policy Form MLG-STMP.PA

25743691

INCIDENT PROTOCOL

CYO-related Issues

The CYO of the Diocese of Allentown is concerned for the well-being of all participants, families, and coaching personnel. For all non-injury, non-emergency, general CYO-related issues, please contact your parish CYO representative, who will work to resolve said issue.

1. Local issues must be addressed at the parish/school location first.
2. The parish/school CYO representative will contact the CYO District Commissioner.
3. The District Commissioner will contact the Diocesan Office (if needed).

If further action is necessary, please contact your CYO parish representative for an Incident Report Form. The incident will then be addressed through the proper CYO chain-of-command in the following manner:

1. Submit a completed Incident Report Form to your parish CYO representative, who will then contact the CYO District Commissioner, for further investigation.
2. If necessary, the District Commissioner will consult with the Diocesan Office. All decisions will be made in accord with the current CYO Handbook policies and historical precedent.
3. It is the responsibility of the parish CYO representative involved in the incident to follow-up with all parties involved in the initial report, and to communicate the response and course of action taken for the incident. (Depending on the severity of the incident, and subsequent corrective action, communication may come directly from the District Commissioner or the Diocesan CYO Office.)

Medical Emergency/Injury Reporting

In the event of an emergency or injury during a practice, game, or any other CYO activity, please see the following:

1. For all emergencies requiring immediate medical attention, call 911. Further, please contact the Emergency Response Team from Catholic Mutual @ (610) 439-7696. Further details are found on **pages 70-73**.

DIOCESE OF ALLENTOWN
Office of Youth and Young Adult Ministry
900 S. Woodward St.
Allentown, PA 18103
610-289-8900

CYO ASSISTANT COACHES FORM

THOSE COMPLETING THIS FORM MUST BE 18 YEARS OF AGE OR OLDER. BETWEEN THE AGE OF 18-20, SOMEONE 21 OR OLDER MUST BE ALSO PRESENT WITH THE ASSISTANT.

Name _____

Home Address _____

City State Zip _____

Phone # _____

CYO Program assisting with _____

CYO Activity assisting with _____

I, as head coach or cheerleading moderator, attest that the above named is assisting me with the above mentioned CYO activity. I further attest that he/she:

- will be under my supervision during all practices/games
- will not demonstrate any unsafe practices or engage in any unchristian-like behavior around the students
- may sit on the bench during games and competitions provided they are 18

Coach's or Moderator's Name: _____

Coach's or Moderator's Signature: _____

Parish/Location: _____ District: _____

Date _____

Date received in Diocesan Office _____

DIOCESE OF ALLENTOWN
Office of Youth and Young Adult Ministry
900 S. Woodward St.
Allentown, PA 18103
610-289-8900

CYO HIGH SCHOOL STUDENT HELPER FORM

THIS FORM IS FOR ALL HIGH SCHOOL STUDENTS UNDER AGE 18

Name of High School Student _____

Home Address _____

City State Zip _____

Phone # _____ Grade _____

CYO Program assisting with _____

CYO Activity assisting with _____

I, as head coach or cheerleading moderator, attest that the above named student is assisting me with the above mentioned CYO activity. I further attest that:

- student is high school age
- will be under my total supervision during all practices
- will not demonstrate any unsafe practices or engage in any unchristian-like behavior around students
- will not be referred to as an assistant or moderator, nor sit on the bench during games or competitions
- have high school student immediately report any injury to the moderator

Coach's or Moderator's Name: _____

Coach's or Moderator's Signature: _____

Parish/Location: _____ District: _____

Date _____

Date received in Diocesan Office _____

CYO WAIVER REQUEST INFORMATION SHEET

1. A CYO Activity waiver, if granted, is valid for one year and must be requested on an annual basis.
2. During the initial waiver process, the CYO District Commissioner needs to be consulted as to the feasibility of which parish/school program a waived individual would be allowed to attend.
3. A pastor or coach who does not wish to sign the form ends the process.
4. OYYAM has final say over approval of a waiver. A waiver granted one year might be rejected the following year and vice versa.
5. Waivers are considered for the good of a program and not an individual.

1. Name and address of student this waiver is requested for:

2. Which parish is the student registered in? (Parish name and town)

3. Is this parish Roman Rite or Eastern Rite?

4. What school does the student attend and what is his/her grade level?

5. Did student attend this school last year? If No, what was the last year's school.

6. Does student attend Mass every Sunday in the parish he/she is registered in? If No, what reasons are given.

7. Name of the religious instructional program attended by student (either catholic school or religious education program). Has student attended this program for the entire year?

8. Was a waiver requested last year for this student? For what reason?

9. For what reason (s) is a waiver requested this year?

Please submit this request form to your District Commissioner by the date specified for each season (page 28).

KEEPING “CATHOLIC” IN CYO

CYO Mass

- Use CYO boys and girls as lectors/cantors/altar servers
- Use CYO members to present the gifts at the Offertory (Presentation of Gifts)
- Use CYO prayer to install CYO members
- Commissioning service for CYO coaches to show that they share in the ministry of the Church
- Could have second collection to support CYO program in the parish or have CYO members in uniform collect donations at doors of Church
- Have CYO members wear uniform shirts to Mass, as appropriate

CYO Prayer Service (instead of Mass)

- Use CYO lectors/cantors/altar servers (as appropriate)
- Install members with CYO prayer
- Commissioning Service for coaches

Meet the CYO Night

- Invite parents to meet one another and coaches
- Could use CYO prayer service
- Explain CYO is more than sports
- Explain what CYO programs are offered
- Distribute CYO calendar (if available)

CYO Service Project

- Visit shut-ins
- Youth helping youth
- A parish project
- Environmental concerns-parish grounds or community (ie, rake leaves)
- Visit a nursing home
- Local need for service
- Collect canned goods for food bank at games

CYO Religion Award

- Encourage school students and CCD students to earn the Bishop Thomas Welsh Religion Award
- Contact OYYAM for program booklets
- By May 1st, send a typed list of names to OYYAM to receive certificates. Do not send completed booklets.

BLESSING FOR ATHLETES OR ATHLETIC EVENTS

(Can be found in the *Roman Ritual* or the *Book of Blessings*.)

This blessing is intended for those who participate in an athletic event. The blessing asks that God may protect the athletes from injury and that throughout the event they may show respect for one another. The blessing may be given by a priest, deacon, or lay minister.

Introduction

LEADER: Lord, today we pray for all these young athletes. Send us your blessings as we pray.

Reading

READER: A reading from Paul's second letter to Timothy.

For I am already being poured out like a libation, and the time of my departure is at hand. I have competed well; I have finished the race; I have kept the faith. From now on the crown of righteousness awaits me, which the Lord, the just judge, will award me on that day, and not only to me, but to all who have longed for his appearance. (2 Timothy 4:6-8)

Blessing

Priest extends his hands, or the lay leader folds hands together.

Leader:

Strong and faithful God,
as we come together for this contest,
we ask you to bless these athletes.
Keep them safe from injury and harm,
instill in them respect for each other,
and reward them for their perseverance.
Lead us all to the rewards of your kingdom
where you live and reign for ever and ever.

All: Amen.

We ask this in Jesus' name

ALL: Amen.

ADDITIONAL PRAYERS FOR PRACTICES, GAMES, AND OTHER EVENTS

Act of Faith

O my God, I firmly believe that you are one God in three divine persons, Father, Son and Holy Spirit. I believe that your divine Son became man and died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the holy catholic Church teaches, because in revealing them you can neither deceive nor be deceived.

...

Act of Hope

O my God, relying on Your almighty power and infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

...

Act of Love

O my God, I love you above all things, with my whole heart and soul, because you are all good and worthy of all my love. I love my neighbor as myself for the love of you. I forgive all who have injured me and I ask pardon of all whom I have injured.

Team Prayer by Coach Lou Holtz

This is the beginning of a new day. God has given me this day to use as I will. I can waste it or use it for good. But what I do today is important because I'm exchanging a day of my life for it.

When tomorrow comes this day will be gone forever, leaving in its place that which I have traded. I want it to be gain not loss, good not evil, success not failure.

I know I shall not regret the price I have paid for it because the future is just a whole string of now's!

Team Prayer by Fr. Brian Cavanaugh, TOR

God created this day for...
gain not loss,
success not failure,
positive actions not negative thoughts.

O Lord inspire us with desire for greatness,
to wisely use these gifts and talents
you have so generously given to us.
They are tools to be used,
not treasures to be stored up.

Create in these young athletes:
the **Right Attitude** to excel in the classroom and in life.
The attitude that says "I can reach deeper inside myself."

The **Firm Belief** in God, themselves,
their families, and their teammates,
to have great expectations for their future.

The **Enduring Commitment** to persevere,
to never quit no matter what the score,
to never give up no matter what the odds.

Amen.

..

Prayer to Serve God Well

Father of Mercy,
forgive my failings,
keep me in Your Grace,
and lead me in the way of salvation.
Give me strength in serving You
as a follower of Christ.
May the Eucharist bring me Your Forgiveness
and give me freedom to serve You all my life.
May it help me to remain faithful
and give me the grace I need in Your service.
May it teach me the way to eternal life.

...

Come Holy Spirit,
Fill the hearts of your faithful.
And kindle in them the fire of your love.
Send forth your Spirit
and they shall be created.
And you will renew the face of the earth.
Amen.

Help me to play the game, dear Lord, with all my might and main;
Grant me the courage born of right, a heart to stand the strain...

Send me a sense of humor, Lord, to laugh when victory's mine;
To laugh, if I should meet defeat, without a fret or whine...

Give me the grace to follow rules, to 'fess up when I'm wrong,
When silence or some other thing wins plaudits from the throng...

When foes are tough and fighting fierce and I am getting weak,
Dear God, don't ever let me show a broad, bright, yellow streak.

And teach me, Lord, life's game to play just one day at a time.
With Thee as coach and trainer, Lord, real victory must be mine.

...

***The Champion Within* by Dr. Denis Waitley**

You carry the torch of a champion. You may not fully recognize it, but it is with you, wherever you go. Its fire is your winning spirit.

Within you lies a golden ore of potential. Uncover it. Mine it. Let your burning spirit meld with your potential to forge your own winner's medal. Now you are ready to become a champion. The torch will guide you on your way.

See yourself wearing your winner's medal. Feel it, enjoy it and know its value. This medal is your permission to win. The secret of winning in life is that, first, you must believe you are.

Prayer for Athletes by Thomas McNally

Thanks God, for giving me life; and talents for my participation in sports.

Help me to play well, to use my powers to the full, to see them as gifts from you.

Be with me when I need to play hurt, when I have to deal with the pain of injury, disappointment, loss.

Keep me aware of the brotherhood/sisterhood I have with all athletes, even when they are opponents; free me from the temptation to fake, to foul, to cheat.

I need to see that dedication to the cause will mean suffering, but let me know that it is the kind of suffering that leads to new life and greater maturity.

Help me play with heart and never lose heart.

Most of all, help me never to quit in my efforts to be open to you. For I believe your full coming into my life is the way to real life in all I do;

I believe it is the way of my becoming the truly human person you destined me to be.

Amen

...

Prayer for the Game of Life by Richard Cardinal Cushing

DEAR GOD, help me be a good sport in the game of life. I don't ask for an easy place in the lineup. Put me anywhere you need me. I only ask that I can give you 100% of everything I have. If all the hard drives seem to come my way, I thank you for the compliment. Help me to remember that you never send a player more trouble than he can handle with your help...

And help me, Lord, to accept the bad breaks as part of the game. May I always play on the square no matter what others do...Help me study...THE BOOK so I'll know the rules...

Finally, God, if the natural turn of events goes against me and I am benched for sickness or old age, help me accept that as a part of the game, too. Keep me from whimpering that I was framed or that I got a raw deal. And when I finish the final inning, I ask for no laurels; all I want is to believe in my heart, I played as well as I could and that I didn't let you down.

Amen.

Prayer for Self-Sacrifice

Jesus, tender and loving Lamb of God, Utmost Sacrifice of all sacrifices, Your glory is reverberated in the highest. Being preoccupied with my well-being, You chose to self-sacrificed Yourself, Setting aside all Your personal glories. I thank You Lord Jesus for Your act of love! Your action has drawn me closer to You. Teach me to model in smaller things, To sacrifice in order to help others, Guiding my soul to endure abstinence. Lamb of God, I thank you endlessly!

...

Additional Resources May Be Found At:

http://www.oldenburgacademy.org/files/content/PLC_Sport_Prayers.pdf

<http://www.appleseeds.org/spec-idx.htm>

<http://www.ourcatholicfaith.org/prayer/p-holyspirit.html>

RECOMMENDED FIRST AID KIT CONTENTS

General Supplies

- Athletic tape (1 1/2" white adhesive) - 2 or 3 rolls
- Adhesive bandages - assorted sizes
- Elastic wrap (3 " and 4 " wide) - 1 of each
- Bandage scissors
- Latex free gloves - 3 pairs
- Sterile gauze pads (3" and 4" squares) - 1/2 dozen of each
- Plastic bags for ice
- Plastic bags for biohazard
- Contact lens case
- Saline solution
- Insect sting swab
- Petroleum jelly
- Hydrogen peroxide
- Antibacterial ointment
- Alcohol
- Antibacterial soap
- Ice Packs –It is **strongly** recommended that you carry a small cooler of ice instead

Additional Supplies

- Diocesan Medical Matters Form
- Blue Injury Report Form
- Writing Pen
- Nail clippers
- Sunscreen
- Tweezers

Supplies for Individual Athletes

- Epi Pen (for allergic reactions)
- Inhalers