



Catholic Charities

◆ **CYO ATHLETICS** ◆

Marin, San Francisco and San Mateo Athletics Manual

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Catholic Charities CYO Athletics shall make decisions on any points not specifically covered in the rules.

MISSION AND ORGANIZATION OF CATHOLIC CHARITIES CYO ATHLETICS

Founded in 1907 and rooted in our faith traditions of charity and justice, Catholic Charities supports families, seniors, adults with disabilities, and youth through human services and opportunities for healthy growth and development. For more than 110 years, the donors, volunteers, and staff of Catholic Charities have offered solutions and support to vulnerable people, responding to society's most critical issues with compassion and opportunity. Together, we provide youth, homeless individuals and families, and seniors with strength and hope through stabilization, empowerment,

and enrichment programs. Though associated with the San Francisco Archdiocese, we operate as an independent organization and do not directly contribute funds to the church.

The foundation and cornerstone of the Catholic Charities CYO Athletics Program is the participating parish, church, or community program. They are responsible for hiring athletic directors, establishing athletic committees, selecting, preparing and supervising coaches, registering participants and entering teams.

Catholic Charities CYO Athletics, through its staff and committees, supports the athletic program by organizing the sports leagues, assigning officials, scheduling facilities, maintaining rule books, and providing support and resources to the churches within the Archdiocese of San Francisco and other community programs regarding sports and recreation activities for youth.

It is the position of Catholic Charities CYO Athletics that all children, grades 3rd through 8th, should be provided with an opportunity to participate in Catholic Charities CYO Athletics programs. To this end, the Administration will permit all eligible children to have access to a functioning parish program in all sports. Parishes are encouraged to make every effort to accommodate all children in their parish who wish to participate in all Catholic Charities CYO Athletics activities.

CATHOLIC CHARITIES CYO ATHLETICS PHILOSOPHY

Catholic Charities' mission is rooted in faith traditions of charity and justice. As an integral part of our organization, the Catholic Charities CYO Athletics program has three main objectives:

1. To encourage the social teachings of the Catholic Church, which includes promoting human dignity, service to others, and common good in our community.
2. To provide as much participation as possible among all youth involved.
3. To develop the concept of community through team sports.

At Catholic Charities CYO Athletics, we are constantly challenged to better ourselves. In team sports we strive for growth and improvement, both as individuals and as a team. The development of such values is the primary objective of Catholic Charities CYO Athletics, in the arena in which the young person practices the principles of Christian values. Within this arena the coaches, directors, and participants must manifest and exemplify the ideals of a Christian life.

Athletic activity plays an important part in the growth and development of children. Team sports, competitive contests and special outdoor activities are opportunities to keep the body fit and the mind fresh. For these reasons, Catholic Charities CYO Athletics encourages the participation of all youth – not merely the skilled athletes – to encourage wide participation and to foster positive

attitudes. Athletics must be built upon a strong foundation: parish and community participation, dedicated coaches, and youth open to learning and playing.

The parishes, communities and families provide the foundation for this program. The concepts of "Team Spirit" and "Sportsmanship" cannot be overstated, for it is in these ideals that participation in a community is possible for each young person in Catholic Charities CYO Athletics.

Catholic Charities CYO Athletics has a duty to each of its participants (coaches, players, officials, parents), to provide the best possible atmosphere of competition. Such competition should not be based solely on winning or losing, but it should be understood in terms of participation, improvement, enjoyment, and self-confidence. It is an ideal, but it is the basis of this program. The participants must become gracious winners and losers, understanding that "how the team played" is immensely more important than who won the game. The youngsters are then freed to become the best that they can possibly be - and to encourage the best in their teammates, peers, friends, and competitors.

THE ROLE OF THE ATHLETIC DIRECTOR

The Athletic Director is responsible for the overall conduct of the Catholic Charities CYO Athletics program. In the case of a parish program, she/he is responsible to the pastor and/or the Catholic school principal. All programs participating in the Catholic Charities CYO Athletics program must have an athletic director who has been appointed by the pastor, principal, or Executive Director.

Athletic Directors will receive information from the Catholic Charities CYO Athletics office. They are responsible for disseminating this information to their programs, coaches and parents.

Responsibilities of the Athletic Director include but are not limited to:

1. Recruiting and training qualified coaches for all teams. Providing coaches with coaching training workshop information and ensuring that the coaches are fingerprinted and trained for their sport season.
2. Conducting an information meeting for all coaches prior to each season to discuss rules and rule changes, league information, Catholic Charities and coaching philosophy, and other necessary information for the coming year.
3. Representing the parish program in league meetings (or sending a representative) and contributing to league activities.
4. Being knowledgeable of the Catholic Charities CYO Athletics guidelines and the league constitution and rules. Ensuring that the philosophy of the program is followed. Being certain that all players are eligible to participate.

5. Organizing the parish/school athletic program and support functions including:
 - Arranging for registration of team players. Distributing registration materials; setting time and location for registration.
 - Scheduling practice facilities.
 - Communicating team entries, scheduling requests and other information to the league office.
6. Checking with the parish and school calendars to avoid schedule conflicts. Meeting, at least annually, with the pastor, school principal or executive director, and DRE to discuss the Catholic Charities CYO Athletics program. Working with parish leaders to avoid conflict with other parish programs and to promote the program in the parish or school.
7. In conjunction with parents, parish, and program leaders, arranging to evaluate teams and coaches after each season.
8. Any decisions made regarding coach suspensions are given to the Athletics Director, administrator, principal, pastor, not the individual coach. It is the responsibility of each respective Athletics Director to notify their coaches of any decision made by the Catholic Charities CYO Athletics office. Communication is through the Catholic Charities CYO Athletics office and the Athletics Directors not the individual coaches.
9. Monitoring player eligibility for all new and current players to ensure they meet all player eligibility requirements as mandated by Catholic Charities CYO Athletics. In addition, submitting any player eligibility documents on time as requested.
10. Responsible for submitting **CYO Annual Contract** with proper signatures from the school's Principal or organization's Executive Director.
11. Communicate game and practice schedules and all game changes to players and parents.

THE ROLE OF THE GYM/FIELD COORDINATOR

The gym/field coordinator is responsible for managing the gym which includes the venue, spectators, and coaches.

Responsibilities of the gym/field coordinator include but are not limited to:

- Ensuring the gym is set up properly and the field or court is free of any debris that could pose a safety hazard.
- Monitoring all crowd and coach behavior and stepping in to prevent negative or offensive behavior.
- Keeping scorebook and running the clock effectively if necessary.

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- Reading pre-game speech and reminders to all spectators before the Catholic Charities CYO Athletics prayer.

THE ROLE OF THE OFFICIAL

The official is responsible for managing the game on the court and controlling the behavior of the players and coaches.

Responsibilities of the official include but are not limited to:

- Arriving at the assigned gym or field at least fifteen (15) minutes prior to the start of the game.
- Wearing the appropriate official assigned attire and possessing the proper equipment to effectively officiate.
- Possessing a comprehensive knowledge of all general sport rules and Catholic Charities CYO Athletics specific rules.
- Controlling the behavior of the players and coaches on the court.
- Effectively managing the game to ensure the safety of all players.

1. Assaulted Officials – Investigation of Allegations -

Whenever it is alleged in writing from eyewitness account(s) that a Catholic Charities CYO Athletics official has been assaulted, under California Penal Code 243.8, charges will automatically be filed against any alleged guilty party. A thorough investigation will be conducted by the Athletics Director(s) and proper authorities. Minimum penalty for any offender is one (1) full year suspension from all Catholic Charities CYO Athletics activity, effective from the date of the incident, and a more severe penalty may be imposed at the discretion of the Catholic Charities administration. Until the matter is decided, the Athletics Manager, at their discretion, may suspend from all Catholic Charities CYO Athletics activities any alleged guilty party and forfeit penalties can be enforced if any suspended individual participates in any Catholic Charities CYO Athletics activity. Until this matter is decided, only the Athletics Director, at his/her discretion, may authorize the postponement of any game.

THE ROLE OF THE COACH

The coach is responsible for the overall conduct of their respective team. She/he is responsible to the athletic director and head of the program. All teams must have a fully compliant coach.

Coaches will receive information from the athletic director and are responsible for disseminating this information to their players and parents.

Responsibilities of the coach include but are not limited to:

- Completing all coach compliancy requirements prior to the start of the season. This includes background check and completing the Protecting Gods' Children course on Virtus.
 - This information is submitted by the school/organization with Principal or Executive Director's signature to CCCYO Athletics Management by the date on that year's CCCYO Athletics Calendar.
- **Monitoring and controlling all player and fan behavior during games.**
- Interacting in a positive manner with officials and gym directors to set a positive example for the players.
- Understanding the rules of the respective sport along with Catholic Charities CYO Athletics specific rules for each sport and grade.

THE ROLE OF THE SPECTATOR

Fans and spectators are responsible for their own behavior and creating a healthy positive environment for the kids.

Responsibilities for spectators include but are not limited to:

- Embodying the Christian values that Catholic Charities CYO Athletics stands for.
- Creating an atmosphere that is accepting and positive for the youth that participate in Catholic Charities CYO Athletics.
- Remembering that the game is for the kids and keeping the game in perspective.
- Supporting the players and children whether they win or lose and building them up after any failures that may happen.
- Understanding that officials may make mistakes and accepting any call they make regardless **of whether or not YOU agree.**
- Refraining from using foul language and any phrases or words that may be offensive and not appropriate for children.

- Respecting the coaches, officials, gym/field director, players, and venue.

GENERAL RULES APPLICABLE TO ALL ATHLETIC ACTIVITIES

Videotaping at Catholic Charities CYO Games

Catholic Charities CYO Athletics realizes videotaping and photographs take place at CYO Athletics sporting events. Catholic Charities CYO Athletics requests that videotaping, and photographs be directed to their specific team or player and not be posted on any public social media venue (unless posted on official Catholic Charities CYO Athletics social media platforms).

Videotaping MUST be operated from the stands or bleacher area (NOT on the court or behind the court). Further, if opposing teams request not to have their specific team or a specific individual videotaped, respectfully honor such request.

Parent/Spectator Training

All parents and spectators are strongly encouraged to complete a short online course (“Positive Parent Participation”) for a small fee about supporting youth through sports. Parents and spectators are an extension of Catholic Charities CYO Athletics and our programs; as a result, their behavior and participation are critical to the success of everything we strive to do. For more information on parent and spectator training please use the following link: <http://www.coaching-coaches.com/>

For any additional questions or information please contact your school/organization’s athletic director.

Forfeit, Withdrawal, Damage Fees and Penalties

1. Once a program has entered a team in Catholic Charities CYO Athletics league play, that team may not be withdrawn unless the CYO Athletics office is notified.
2. Such notice must be given by the Athletic Director in writing, and it should be addressed to the Catholic Charities CYO Athletics Manager. No reason for the withdrawal needs be stated.
3. Once a proper withdrawal notice has been received at the Catholic Charities CYO Athletics office, that team may not participate further in league play.

4. There is a withdrawal fee (refer to the Catholic Charities CYO Athletics Program Fees chart) charged per team which is withdrawn prior to the schedule for that season being posted. Teams withdrawn following the posting of the schedule will be required to pay the full team fee. If a team is withdrawn for a violation of rule(s), the entry fee shall not be refunded.
5. There is a forfeit fee (refer to the Catholic Charities CYO Athletics Program Fees chart) charged per game forfeited.
6. If any team forfeits a game for any reason (except eligibility violations and coach compliance), there is a possibility of forced withdrawal at the discretion of Catholic Charities CYO Athletics management.
7. When it is verified that participants in a Catholic Charities CYO activity have willfully caused damage to facilities made available for their use either immediately before, during or immediately after such activity, their athletic organization may be assessed a damage fee which shall be payable to the Catholic Charities CYO Athletics office.
 - a. Participants in all Catholic Charities CYO Athletics activities must be instructed that they are to take special care in the use of facilities and equipment provided for their use or a damage fee will be assessed.
 - b. All coaches and managers must cooperate with any supervisors, directors and/or custodians in charge of either public or private gyms, soccer fields, running tracks and other facilities, since this is a prerequisite for the use of such facilities by all CYO teams.
 - c. Catholic Charities CYO Athletics is not responsible for damage to private or public property by participants in scheduled Catholic Charities CYO activities, whether such damage is directly or indirectly associated with the activity. Athletic Directors are cautioned that individuals of organizations making claims against CYO Athletics for such damage may be advised by CYO Athletics to seek such relief from the athletic organization responsible for the damage.

Forfeited Games

1. In its first league game, any team using an ineligible player forfeits the game. In any subsequent league game, any team using an ineligible player forfeits the game and all previous games played, regardless of whether the ineligible player was a participant in those games. If the team forfeits two (2) or more games, the team may complete the season if enough eligible players remain on the roster, but ineligible players may not continue to play.

NOTE: This provision only applies to a person who plays in a game. However, should an ineligible squad member be listed on a roster, it will be the Athletic Director's

responsibility to verify (to the satisfaction of Catholic Charities CYO Athletics management) that he/she did not play in any game.

2. For an ineligible player violation discovered during playoffs, Catholic Charities CYO Athletics Administrators shall forfeit whatever games, and reschedule whatever games which, in their judgment and at their discretion shall nullify the violation. The team in violation must be disqualified.
3. If a team wins its division, and an eligibility violation by said team is then discovered, that team shall be disqualified.
 - a. If league playoffs were held, the defeated playoff finalist will be declared the division winner unless Catholic Charities CYO Athletics Management, at its discretion, schedules additional playoffs.
 - b. Otherwise, the team with the next best overall record shall be declared the division winner.
 - c. The replay of any semifinal or final is at the discretion of Catholic Charities CYO Athletics Management.
4. Unless a postponement is declared, or the rules of a specific activity declare otherwise, or Catholic Charities CYO Athletics management makes an exception, the scheduled start of game time is forfeit time.
5. Games may be declared forfeited for violation of any part of the player eligibility rule.
6. Games may be declared forfeited by the working official(s) for UNSPORTSMANLIKE CONDUCT or other willful and/or persistent violations of the specific Rules of the sport being played. In such cases, the official(s) must notify the CYO Athletics office and explain the circumstances resulting in forfeiture.
7. Games may be declared forfeited by Catholic Charities CYO Athletics management and staff for unsportsmanlike conduct by a team's coaches, players and/or supporters. Whether such conduct takes place immediately before, during and/or immediately after a game, when such conduct is reported and/or verified by Catholic Charities CYO Athletics staff, Committee Members, gym or field directors, working officials and/or other interested parties.
8. Game results may be declared forfeited for violation of the coach compliance rule.
9. Any team that forfeits two (2) or more games in a regular season is subject to be disqualified for post season playoffs; determined by Catholic Charities CYO Athletics Management.

Game Postponements

A game change request can only be submitted to the Catholic Charities CYO Athletics Manager by the program's Athletic Director for consideration. At least one week's notice must be given.

1. Games must be played as scheduled unless Catholic Charities CYO Athletics Administrators makes any changes, at their discretion, in which event said game(s) must be played as rescheduled.
2. Games may only be changed for the following reasons:
 - a. Mandatory church-related activities involving most of the players on the team.
 - b. Error in scheduling (ex: 3 games in one week)
 - c. A gym is removed from the schedule.
 - d. At the discretion of Catholic Charities CYO Athletics administrators.
3. Teams cannot postpone or reschedule games on their own initiative, as the penalty for such an action will be forfeiture or double forfeiture.
4. In the event of rain or other factors that may render a gym or field unplayable, an authorized CYO Athletics staff member, gym coordinator, or official may rule out postponement when at the playing site.
5. When in doubt whether a postponement has officially been made by phone by an authorized CYO representative, it is the responsibility of the program Athletic Director to check with the CYO Athletics offices by phone and/or by checking the CYO website, athletics.ccyo.org. No other entities have the authority to postpone a game.
6. Athletic Directors are cautioned to inform their teams of their obligations to show up to play where doubtful weather conditions might or might not warrant a postponement, as failure to do so may result in forfeiture.

Game Results & Standings

The Catholic Charities CYO Athletics office shall update standings that are available on our website at athletics.ccyo.org.

Athletic Directors shall be responsible for keeping an accurate record of their teams' game results and they shall promptly report any error in the standings to the CYO Athletics office. Game scores must be reported on TeamSideline by end of day that day that the game took place. Any errors not reported by the seventh week of league play will stand as stated for playoff positions.

Playoffs, Championship

1. The playoff system to determine league winners in any grade division will be determined by the standings and Catholic Charities CYO Athletics.
2. Position placing within each league will be determined by the win/loss record reported during the season.
3. The time and place of every playoff game, semifinal and final will be decided by the Catholic Charities CYO Athletics office.
4. Modifications of these rules and regulations for any playoff game can be made only by the Catholic Charities CYO Athletics Management.
5. Playoffs shall involve four (4) teams from each division in each grade.
 - a. 1st place team plays 4th place team;
 - b. 2nd place team plays the 3rd place team;
 - c. Winners play each other in a single elimination championship game.
 - d. Tie-breaker games to determine playoff eligibility may be necessary.
6. Awards: The winner and runner-up of all league championships will receive first and second place awards, respectively.
7. Ties in League Standings
In determining playoff standings, ties are settled by looking at the following factors in order:
 - 1) Head-to-Head Match Ups
 - 2) Record against Highest Seeded Common Opponent
 - 3) Least Points Allowed
 - 4) Coin Toss
8. EXCEPTION for Eighth Grade Teams

In the event of a tie for 4th place in 8th grade basketball or volleyball, the tie breaker shall work as follows:

- a. Positioning will be determined by head-to-head play during the regular season, if the teams did not play each other or split during the regular season, the tie breaker will move onto record against higher ranked common opponent.
- b. If none of the teams beat a higher ranked opponent, they both beat the same teams, or they did not play the same number of times, then there will be a play-in game to determine who is awarded the final playoff spot.

9. Contingencies and Exceptions

- a. Settlement of any tie-breaking situation not covered herein is at the discretion of Catholic Charities CYO Athletics Management.
- b. A team that forfeits a game for unsportsmanlike conduct may be disqualified (at the discretion of league administrators) from participation in the playoffs, regardless of the team's win-loss record.
- c. A team that forfeits two or more games due to an eligibility violation may be disqualified from participating in the playoffs regardless of the team's win-loss record.
- d. A team that is misrepresented by given misinformation or having "upper division players" and a "lower division team" may be disqualified from participating in the playoffs regardless of the team's win-loss record. Examples of misrepresentation include and are not limited to 1.) A team's division placement was determined because it is a combination of two grades when, in fact, the team is not a combination of two grades. 2.) A team has several AAU players, and this information was omitted, by oversight or intention, when team information was submitted to the league by the team's athletic director prior to the start of the season.

10. Elimination of Catholic Charities CYO Teams from Playoffs

No team at any grade level may be eliminated by a draw from the playoffs.

If necessary, additional "tie-breaking" playoff games shall be scheduled. In 3rd – 7th grades, other methods (e.g. "head and head" competition) will be used to break ties, but at an 8th grade level it is expected that every effort will be made to avoid such artificial settlement procedures.

Protests

1. All protests must be filed in writing and in the Catholic Charities CYO Athletics office within two (2) business days after said protest occurred.
2. Protests must concern a point of NFHS rule or the eligibility of a player. In matters of judgment, an official's decision is final.

3. Protests must be made to the official(s) verbally at the time of the alleged infraction(s) or protest will not be considered, except in the case of a player's eligibility.
4. Protests must contain the date, time, league, teams, place of game and the rules and section violated must be cited. Any protest that does not include this information will not be considered.
 - d. Each individual protest must be accompanied by a protest fee (refer to refer to the Catholic Charities CYO Athletics Program Fees chart) which is refundable if the protest is upheld.
5. A team quitting a game for unsportsmanlike conduct forfeits said game unless extenuating circumstances noted by the Catholic Charities CYO Athletics administration. A written protest must be received within 3 business days of the forfeit.
6. **FAILURE TO COMPLY WITH THE ABOVE PROCEDURES WILL AUTOMATICALLY CAUSE THE PROTEST TO BE INVALID.**
7. Whenever a protest is received and accepted, the Athletic Directors of each team involved will be immediately informed of the decision.

Registration

1. All athletic organizations wishing to enter teams in Catholic Charities CYO Athletics must apply to the CYO Athletics office.
2. Conditions, financial and otherwise, for registration of all athletic organizations and/or teams shall be determined for each such organization and/or team by the Catholic Charities CYO Athletics administration.

Team Entry & Rosters

1. All Rosters not submitted prior to the team's first game will automatically be forfeited.
2. For all sports, a completed team roster must be entered and submitted electronically to Catholic Charities CYO Athletics by the roster due date of the sport. Late additions to roster and/or changes in roster are permitted up to one day before the start of league play, provided they are

approved by the SF Athletics Manager. A completed and submitted electronic roster may only be re-opened by administrators to add a player. These additions and/or changes must be received in writing via email by the Athletic Director. No additions or changes will be accepted over the phone. Late additions must be entered electronically to the team roster, or they will not be accepted. There will be NO EXCEPTIONS to the roster due date unless authorized by the SF Athletics Manager.

3. The address of each participant shall be the place where he/she lives. The parish of each participant is determined in accordance with the current Official Directory of the Archdiocese of San Francisco. Eligibility verification must be provided within *2 business days*, upon request from Catholic Charities CYO Athletics for any child not attending your parochial school or not being a member of your parish's CCD for a minimum of eighteen (18) months. This proof must be provided in the form of a parent's driver's license for proof of address or proof of school attendance (i.e. report card, school ID). If the parent and the child have different last names, then the parent must present the child's birth certificate.
4. The Catholic Charities CYO Athletics office may authorize combined-parish athletic organizations, in which case the pastors of the involved parishes shall be notified of such action in writing. Otherwise, if athletic organizations wish to enter teams in Catholic Charities CYO Leagues on a combined-parish basis, they must apply to the SF Athletics Director.
 - a. Letters from the pastors of each parish requesting entry on a combined-parish basis must be submitted before any such application is considered.
 - b. Conditions, financial and otherwise, for registration of combined-parish athletic organizations and/or teams shall be determined for each such organization and/or team by the Catholic Charities CYO Athletics Administration.
5. The Catholic Charities CYO Athletics Management reserves the right to reject the application of any non-parish or combined-parish athletic organization.

Rules Interpretations

1. The rules and regulations for Catholic Charities CYO Athletics play may be changed by the Catholic Charities CYO Athletics Management.
2. Major changes in these rules and regulations that may occur during the season will immediately be made available to the Athletic Directors of all participating programs.
3. Minor changes in these rules and regulations may occur. Athletics Directors should contact the Catholic Charities CYO Athletics Administrative offices for any rule interpretations.

4. Official interpretations of Catholic Charities CYO Rules and Regulations are made only by the Catholic Charities CYO Athletics office or by the standing committee responsible for the activity affected.
5. All questions, disputes and protests, and any modification of standing rules and regulations not covered in these articles will be decided by the Catholic Charities CYO Athletics Management with concurrence of the standing committee responsible for the activity affected. The CYO Administration and/or the responsible standing committee have the authority to interpret and formulate such rules and regulations for all play. The protection and stimulation of healthy competition (and Catholic Charities CYO Athletics philosophy) will be used in setting these regulations and in making decisions.

Scheduling of League Games

1. The Catholic Charities CYO schedule for league play shall be drawn by the Catholic Charities CYO Athletics Management.

Sunday games/practices – As a part of a faith community, Catholic Charities CYO Athletics and its programs will NOT hold any practices, games or meets until AFTER 12:00 PM on Sundays. Sunday mornings shall not be used for games or practices. If a coach is found to have violated this policy, they will be suspended for one game. For a second offense, there will be a game forfeiture for the team. Continued offenses may cause a program to be placed on probation and could face further discipline, up to and including program-wide suspension or expulsion

2. All teams will be scheduled for eight (8) league games, subject to the following policies:
 - a. No team shall play more than two (2) games on any weekend.
 - b. No team shall play more than two (2) games on any midweek.
 - c. A midweek game shall not be scheduled later than 8:30 PM.
3. Whenever a team is WITHDRAWN during league play, all games, whether played or not, shall not be counted in the final standings.
4. Number of League Games to Be Played
Teams in every grade division in every Catholic Charities CYO sport shall be scheduled for a minimum of (8) league games unless lack of calendar time and/or lack of playing facilities or inclement weather makes this impossible. In no event shall the scheduling for basketball and volleyball leagues, playoffs and finals be less than ten (10) weeks (gym availability permitting). In the event of a departure from the above regulations, the Athletics Manager shall be immediately

notified. Any scheduling of less than six (6) games MUST meet the approval of the Athletics Manager.

5. Notification Regarding Schedules
 - a. Original schedules will be made available on the Catholic Charities CYO Athletics website at athletics.cccyo.org the Monday or Tuesday prior to the start of league play.
 - b. It is the responsibility of the Athletic Director to inform their program participants that the schedules have been posted on the Catholic Charities CYO website.
 - c. Teams will be expected to play in accordance with the playoff schedule.
 - d. FINALS will have the same notification procedures as other playoff games.

Team Classifications

1. Classification of teams for Catholic Charities CYO league play will be governed by the grade system.
2. The grade divisions will be 3rd, 4th, 5th, 6th, 7th, and 8th.
3. Teams will be further classified by numbers. For example: leagues will consist of the strongest teams in Division 1, next strongest in Division 2, then Division 3, etc.
4. Teams will be placed according to their previous year's record and at the discretion of the sports committee responsible. 3rd grade teams are not classified and will be placed as determined by the responsible sports committee.
5. The number of divisions will be determined by the total number of teams entered per grade.
6. No one may coach or manage two (2) teams who might play each other in either league or playoff competition.
7. Except for teams already in Division 1, teams that were league champions or playoff contenders the previous year will be placed in a higher division.
8. When a program enters two (2) or more teams in a grade division, the teams must be entered in accordance with their relative strength, and this information shall be stated as accurately as possible. The strongest (#1) team must play in a higher division than the program's other team(s).

- A. Teams from the same program may be placed in the same division.
9. It is the policy of the Catholic Charities CYO Athletics that all athletic teams be assigned to that division which provides the most wholesome and competitive level of competition. Therefore, if it is determined that a program has not entered their teams properly, the league may take such actions as they deem appropriate. Examples of appropriate action include but are not limited to:
 - A. Moving the team to a "higher" division.
 - i Up to and including post-season
 - B. withdrawing the team from league play.
 - C. recommending disciplinary action when there is evidence of flagrant unsportsmanlike conduct on the part of the program's coaches and/or Athletic Director.
 10. Third (3rd), fourth (4th) grade teams shall be organized as follows:
 - A. All third (3rd) grade leagues are instructional and unclassified and shall be placed at the discretion of Catholic Charities CYO Athletics.
 - B. All 4th grade team placements will be determined by the win-loss record in the previous year, *not* which division the team was in during the previous year. Example: A team in division 3-5 which finished with an 8-0 record, will be placed in an upper division the following year. A team in division 3-1 which finished with a 0-8 record will be placed in a lower division the following year.
 11. All fifth (5th) through eighth (8th) grade leagues shall be organized as follows:
 - a. Teams will normally be seeded in accordance with their record the previous season. New entries will be placed according to the SF Athletics Manager and Catholic Charities CYO Athletics office's estimate of their probable strength.
 - b. Upper Divisions shall consist of those teams whose caliber of play significantly exceeds the average for Catholic Charities CYO teams. Normally this would include:
 - 1) All the previous season's upper division league playoff participants.
 - 2) The best teams from among all other entries, as judged and selected by the league office.
 - c. Middle Divisions shall consist of teams that would not be competitive in upper divisions but whose caliber of play exceeds those in the lower divisions.
 - d. Lower Divisions shall consist of all remaining teams.
 12. Teams that did not play the previous season shall be placed in either Upper or Lower Division, according to the judgment of the Catholic Charities CYO Athletics Management.
 - a. "Established" programs would normally have teams placed in the Upper Division.

- b. "New" programs or usually "weak" programs would normally have teams placed in Lower Divisions. Placement could be based on observation of practice and/or practice games.
- c. New "Second" teams would normally be placed in Lower Divisions.
- d. Teams that withdraw or are withdrawn from Lower Division will be considered the same as teams that did not play. Normally those teams would remain in the Lower Division.

ATHLETICS ACTIVITIES

SECTION ONE - PRAYER BEFORE GAMES

Catholic Charities CYO Athletics serves the needs of all youth in the Archdiocese of San Francisco, reflecting the diversity of the community in Marin, San Mateo, and San Francisco counties. The mission of Catholic Charities CYO Athletics program encourages the healthy growth and development of the whole person by helping young people practice and live Christian values of respect, love, and compassion through sports.

The intention of introducing prayer into Catholic Charities CYO Athletics is to more deeply promote the mission of CYO Athletics. Catholic Charities CYO Athletics helps young people integrate their physical, intellectual, emotional, and spiritual strengths. We believe that sports are not just about the final score but about the formation and dignity of the whole person. The use of prayer enhances the overall well-being of the young athletes by helping to put sports into a broader perspective - emphasizing not only the number of games won or lost but impacting participants' attitude in victory or defeat.

The prayer will be implemented prior to the start of *every* Catholic Charities CYO Game. All teams will meet at center court/field/home plate and a representative from the home team will read the pre-game speech and prayer. **All teams must be present and send at least one representative to center court/field/home plate. All teams must observe a moment of silence during the pre-game speech and prayer.**

Game Prayer:

Catholic Charities CYO Athletics provides an atmosphere of sportsmanship for youth that fosters their physical, intellectual, emotional and spiritual strength. Although it is not mandatory, we invite athletes, coaches, parents, and officials to take a moment to remember that God is present in each of us as we come together not just as competitors but as brothers and sisters.

Please stand as we pray:

God, we pray that our hearts be open to see your presence in and through sports:

We pray for athletes...

who, through sports develop character and values.

We pray for coaches...

who place players before winning and value sportsmanship.

We pray for parents...

who love their children for who they are, not for how they perform.

We pray for officials... who inspire fair play.

We pray in God's name. Amen.

SECTION TWO – CONDUCT

The guiding principle behind the enforcement of the Catholic Charities CYO code of conduct is that the behavior of everyone involved in this program shall not detract from the children's enjoyment of the sport. CYO Athletics has a duty to each of its participants (coaches, players, officials), and that is to provide the best possible atmosphere of competition. All players, coaches, officials, directors and spectators must be treated with respect regardless of race, creed, color, gender or ability.

SPECTATORS

- Remember that the players are children who are playing for their enjoyment – **“THE GAME IS FOR THE KIDS”**
- Do not coach from the stands
- Remain seated in the spectator area during the games
- Respect decisions made by contest officials
- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches or officials
- Make no derogatory comments or gestures to officials or league administrators, players, coaches, or parents of the opposing team
- Absolutely NO firearms or weapons of any kind are allowed at any Catholic Charities CYO Athletics event Everyone involved with Catholic Charities CYO Athletics (Athletic Directors, Gym Directors, players, coaches, managers, officials, score keepers, spectators, etc.) must abide by the Catholic Charities CYO Code of Conduct. Athletic Directors are strongly urged to inform everyone involved in their athletics program of the following policy:

We welcome their support but emphasize that it is to be exactly that - support for and encouragement of the boys and girls playing the game. This does not include abusive remarks or actions directed at any participant. Such conduct will NOT be tolerated, and offenders will be required to leave the gym or playing area. If the game officials are aware of unsportsmanlike conduct, they shall stop the game, determine the guilty party and notify the proper coach or manager that it is his or her responsibility to ensure that such actions are not repeated. If an individual is required to leave the gym or playing area, the responsible coach or manager shall see that he or she does so, and if the individual refuses to leave immediately, the game shall be forfeited.

ANY PERSON who in any way threatens, attempts to intimidate, or attacks (verbally or physically) a Catholic Charities CYO official will be suspended for a period of no less than one year, or as determined by Catholic Charities CYO Athletics Management.

Coaches:

All participants, as individuals, and their team, collectively, must be under the direct supervision of a Catholic Charities CYO head coach. This person must be either designated by the Athletic Director of his/her program or, in any unforeseen or emergency situation, by the mutual consent of the participants. The head coach must, in addition to coaching, accept responsibility for the conduct and well-being of the girls or boys under his/her authority, and while the normal duties of a head coach are being exercised such responsibility is assumed. Said head coach may also be held responsible for the conduct of his/her team's supporters. Said head coach must be either a high school student or an adult, and they may not be in a status of suspension, either by specific Catholic Charities CYO Rule(s) or by the Catholic Charities CYO Athletics Manager. Any game or activity conducted contrary to these provisions is illegal.

Unsportsmanlike Technicals/Conduct – Coach, Assistant Coach, and Spectator:

1. Any coach, assistant coach, bench personnel or spectator who is ejected from the venue and/or receives ONE (1) unsportsmanlike technicals during a Catholic Charities CYO contest must exit the venue immediately or further punishment will be given at the discretion of Catholic Charities CYO Management. If the ejected individual is a head coach and a qualified assistant coach is not present to take over the coaching responsibilities for the remainder of the contest, the game will end by forfeit regardless of the score at the time of the forfeiture.
2. Any coach, assistant coach, bench personnel or spectator who is ejected from the venue and/or receives ONE (1) unsportsmanlike technical fouls during a Catholic Charities CYO contest will, at a minimum, subject to the following: 1.) Be suspended for the team's next game (whether it be league or playoffs). They may not attend in any capacity 2.) Complete an online parent training program at www.coaching-coaches.com
3. If any coach, assistant coach, bench personnel or spectator who is ejected from the venue and/or receives ONE (1) unsportsmanlike technicals twice during the Catholic Charities CYO season (this includes all sports), he/she may not coach or attend any Catholic Charities CYO games for the remainder of that sport's season.
4. At the referee's or gym director's order, any adult individual ejected from the venue must immediately leave the gym or further punishment will be given at the discretion of Catholic Charities CYO Athletics administrators. If the ejected individual is a head coach and a qualified assistant coach is not present to take over the coaching responsibilities for the remainder of the contest, the game will end by forfeit regardless of the score at the time of the forfeiture.

5. Failure of the individual to comply will result in the referee stopping the game and, at their discretion, end the game by forfeiting regardless of the score at the time of forfeiture.
6. If any coach or spectator is removed from a game for disorderly conduct twice during the Catholic Charities CYO season, they may not coach or attend any Catholic Charities CYO games for the remainder of that sport's season.
7. A coach who fails to cooperate with a referee in handling unruly spectators may be considered by Catholic Charities CYO Athletics to be guilty of the action of such spectators and subject to the same or similar penalties.
8. If a coach or spectator is ejected by a referee or gym director, they must leave the gym immediately. Failure to comply results in forfeiture.
9. Any coach who is in doubt regarding the status of anyone on their team should contact their Athletic Director immediately.

Disqualification for Physical Altercations (Unsportsmanlike Conduct)

Any participant who engages in a physical altercation with another individual shall be immediately ejected from the game/venue, even if the participant did not initiate physical contact. Responding to an individual who initiated the physical contact by shoving or tackling the individual is grounds for ejection from the game/venue. If the individual is a player, they are to be restricted to the players' bench for the remainder of the game. If the individual is an adult, they are to be ejected from the venue immediately.

Officials will report the ejections to league administrators, who will then investigate and render additional disciplinary sanctions against the individuals involved.

A player who is disqualified for a physical altercation (*unsportsmanlike conduct*) is automatically suspended for a minimum of one (1) game. They may not attend or participate in the team's next Catholic Charities CYO game (including Playoffs/Championships). Any player who is disqualified for a physical altercation (*unsportsmanlike conduct*) a second time will be suspended for the remainder of the season, playoffs and championships.

An adult who is disqualified and ejected for a physical altercation (*unsportsmanlike conduct*) is automatically suspended for a minimum of two (2) games. They may not attend as a spectator or coach the team's next two Catholic Charities CYO games (including Playoffs/Championships). Any

adult who is ejected for a physical altercation (*unsportsmanlike conduct*) a second time will be suspended for the remainder of the season, playoffs and championships.

Bench/Team Area

A team's bench or team area and adjacent areas shall be occupied by the team members, a coach or manager, and one assistant. The coach or manager shall be responsible for preventing unauthorized personnel from occupying this area. If an official requires removal of anyone from a team's bench and/or adjacent area, such an order shall be promptly complied with. If such person is a coach, assistant, team member or a team follower, and he or she refuses to leave, the game will be forfeited immediately.

Soccer Conduct

In addition to the policies above, the two policies below apply specifically to soccer:

1. Any player that receives three (3) yellow cards during the season will receive a ONE (1) game suspension even if said suspension must be implemented during the playoffs or championships.
2. Any player that receives two (2) red cards during the season will receive a ONE (1) game suspension even if said suspension must be implemented during the playoffs or championships.

Catholic Charities CYO Athletics has the authority to enforce further penalty as deemed necessary.

DISCIPLINARY SANCTION APPEAL

Catholic Charities CYO Athletics is a private religious organization and, as such, may exclude those whose conduct is detrimental to the goals and objectives of Catholic Charities. Within the Catholic Charities CYO spirit and in an effort of fair play for everyone, the level of disciplinary sanctions will be determined on a case-by-case basis. Only those sanctions resulting in expulsion (no rule interpretations, forfeits or game results qualify) from the league will be subject to appeal.

The appeals process is as follows: The aggrieved party must submit a written appeal to the Catholic Charities CYO Athletics Management within TWO (2) working days of the original incident or decision under dispute. The written appeal must be signed and approved by Athletics Director, AND ONE OF THE FOLLOWING: Pastor, Executive Director, and/or Principal. All documentation used during the above process must accompany this written appeal, along with a \$200 non-refundable fee.

The Catholic Charities CYO Athletics league office will determine whether to hear the appeal. Although expulsions may be appealed to Catholic Charities CYO Athletics, Catholic Charities CYO Athletics reserves the right to refuse to consider an appeal. Catholic Charities CYO Athletics will attempt to

schedule a hearing within ten (10) days after receiving the appeal. The Athletic Director, Pastor/Principal/Director and the person involved in the citation will be the only people attending the hearing. In case of a hearing involving an Athletic Director, the Pastor or Principal or Director, or another staff person as designated by them, may be present at the hearing. Catholic Charities CYO Athletics Management will then discuss the appeal privately and make a formal recommendation to Catholic Charities CYO Director of Athletics, who will render the final decision. The aggrieved party will be notified in writing within two (2) business days after the hearing. There is no appeal beyond Catholic Charities CYO Athletics.

Catholic Charities CYO Athletics Incident Investigation Process

All Catholic Charities CYO Athletics incidents related to conduct, behavior, rules violations, and protests will follow the procedures detailed below:

Step 1 – Official complaint/incident report is received from athletic director, gym coordinator, or official. (Any reports from coaches or parents must go through their program’s athletic director.)

Step 2 – Once the report is received by the Catholic Charities CYO Athletics manager, he/she will contact all involved parties (principal, pastor, director, etc.) through the program’s athletic director and request written statements be submitted from everyone involved. After a request for written statements has been submitted by the athletics manager, the program will have two (2) business days to gather the requested statements.

Step 3 – After all written reports and statements have been received, conclusions will be made as to the validity of each issue and claim.

See below for layout of incident investigation:

Catholic Charities CYO Athletics Investigation Report

Incident Date/Time:

Complainant:

Respondents:

Witnesses:

Issues:

- 1.
- 2.
- 3.

Interviews and Written Statements:

Conclusions:

- 1.
- 2.
- 3.

All incidents will be investigated by the Catholic Charities CYO Athletics Managers in conjunction with the Catholic Charities CYO Director of Athletics. All conclusions and sanctions will be issued by the Catholic Charities CYO Director of Athletics.

Catholic Charities CYO Athletics shall make decisions on any points not specifically covered in the rules.