

## **ST. JOHN'S CYO POLICIES AND PROCEDURES**

### **1 GENERAL**

- 1.1 These Policies and Procedures and the St. John's CYO Constitution will be made available to any Member of St. John's CYO upon such Member's request.
- 1.2 All changes, additions, and deletions to these Policies and Procedures will be subject to discussion with the St. John's CYO general membership and a two-thirds vote of a defining forum. For purposes of this vote, a defining forum means twelve voting Members of St. John's CYO.
- 1.3 At any St. John's CYO meeting, the presiding officer at that meeting, at his (her) discretion, may table for discussion and/or vote until a subsequent meeting, any motion presented at that meeting.
- 1.4 Members are eligible to vote on issues raised and motions brought forth at any scheduled CYO meeting if they have attended at least two (2) of the three (3) immediately preceding meetings. Once a Member's eligibility is established, it can be maintained by attending at least one (1) out of every three (3) meetings (i.e., if a Member fails to attend three consecutive meetings, they must reestablish their eligibility by attending two out of three consecutive meetings and will be eligible, again, at the fourth subsequent meeting).

### **2 FINANCIAL MATTERS**

- 2.1 Annual Budget and Financial Reports
  - 2.1.1 An annual budget for St. John's CYO activities, coinciding with the Parish's July 1 to June 30 fiscal year, will be developed by the Board of Directors and presented to the St. John's CYO general membership for approval no later than the organization's April meeting. The approved budget will then be presented to St. John's Finance Commission no later than the Commission's May meeting.
  - 2.1.2 At the end of each fiscal year, the Treasurer will present a report of the financial performance of St. John's CYO for the year, to the organization's general membership and to the Finance Commission.
- 2.2 Purchasing and Expense Control
  - 2.2.1 Only persons authorized by the Board may make purchases for, or on behalf of, St. John's CYO; provided, however, such authorized persons will not make any purchases greater than \$300 without prior Board approval.

2.2.2 A purchase order must be obtained for any non-budgeted expense item prior to the purchase of that item.

2.2.3 The coordinator of each sport will be responsible for operating within that portion of the budget relating to their sport.

### 2.3 Collection of Fees and Revenue

2.3.1 The coordinator of each sport will be responsible for the collection of registration fees and will turn all such fees over to the Treasurer as soon as possible following the close of registration for that sport.

2.3.2 The coordinator of each sport utilizing the St. John's Parish gymnasium will be responsible for the collection of door fees and concession revenue and will turn all such collections over to the Treasurer as soon as possible following a home game or event.

### 2.4 Fundraising Activities

2.4.1 The Board of Directors will review and approve all proposed fundraising activities and may appoint a committee to consider new fundraising options; provided, however, all new fundraising activities must be approved by the Parish's Business Manager prior to implementation.

## **3 PLAYER ELIGIBILITY**

3.1 To be eligible the youth must be registered in St. John's parish through his or her family or individually. All students who attend St. John the Baptist School, St. John's Parish School of Religion Education, or attend a religious program approved by the Archdiocese of Cincinnati are eligible for any St. John's CYO athletic team.

3.1.1 The Sport Coordinator will request that the Parish Business Manager review the eligibility status of all players who wish to register for a St. John's team. Any student not eligible will be notified by the Sport Coordinator as soon as possible.

3.2 Players will be eligible to play only at their own grade level, with the following exceptions:

3.2.1 Any player having played above their own grade level for a particular sport the prior year will be allowed to continue to play at that grade level for that sport in subsequent years. Furthermore, any player playing above grade level for a sport will be required to continue to play at that grade level for that sport until such time as a team at that grade level no longer exists. If and when that situation occurs, the player may register for a team at his (her) own grade level, provided it does not jeopardize team organization at that grade

level, which will be determined by the coordinator for that sport and will be subject to Board approval.

3.2.2 The Board may approve exceptions to any grade level requirements on a case by case basis.

### 3.3 Student Suspension, Expulsion, and Academic Failure

3.3.1 Any player suspended from school will be suspended from the team for the same time period. Parents must notify the coach if their child has been suspended from school. If the coach becomes aware that a player has been suspended and no parental notification has occurred, the coach will notify the Board and further action beyond team suspension may be taken.

3.3.2 Any player expelled from school will be expelled from the team.

3.3.3 Parents must notify the coach if their child is receiving failing grades in school. A meeting will take place between the parents, the coach, and members of the Board to discuss the situation and determine an appropriate course of action.

## 4 PLAYER REGISTRATION

- 4.1 Registration for each sport will be advertised in the weekly bulletin, the school newsletter, and the Torch (if possible) as often as possible and at least one week prior to the first scheduled registration date.
- 4.2 A minimum of two dates and times for on-site registration will be offered. Two of the on-site registration times must be scheduled at least two weeks apart from one another.
- 4.3 Payment is due at the time of registration, and no registration form will be accepted without payment.
- 4.4 Registration fees are non-refundable, unless the player is unable to be placed on a team, or in the event the player sustains an injury prior to the first game of the season that precludes him (her) from playing the sport for the majority of the season. In any event, refunds will be subject to Board approval. Any family who registers their son/daughter for a CYO sport and then refuses to allow their child to participate after teams have been formed will not be permitted to register that child for that sport the next year.
- 4.5 In the event additional players are needed to fill a team or teams for a particular grade, a reopening of registration for that grade will be advertised in the weekly bulletin, the school newsletter, and the Torch (if possible), school flyers, and CCD classes. Registration will remain open until such time as the minimum recommended number of players for the team has been met.

## 5 TEAM FORMATION

- 5.1 In order to facilitate adequate instruction and playing time for all St. John's CYO players, teams will be formed based on the following recommended guidelines for team size:

Sport	Grade	Recommended Minimum # of Players	Recommended Maximum # of Players
Baseball	3 – 8	12	14
Basketball	3 – 8	8	10
Volleyball	3 – 6	8	12
	7 – 8	8	10
Track	K – 8	n/a	n/a

- 5.2 Team tryouts will be held for any one of the following circumstances:
  - 5.2.1 The number of registered players exceeds the maximum recommended number for one team but is not enough for two teams, or the number of registered players exceeds the maximum recommended number for two teams but is not enough for three teams; provided, however, the options set forth in Section 5.3 below may be pursued before any tryout is conducted.
  - 5.2.2 The number of registered players meets the guidelines for two or more teams, and it is the first year of team formation for that grade.
  - 5.2.3 The number of registered players meets the guidelines for two or more teams, and A/B team designation is required (i.e., grades 5 through 8 only).
- 5.3 The coordinator will make every reasonable effort to avoid having to “cut” players who wish to play a CYO sport. For example, one or more of the following options may be pursued if either of the situations in 5.2.1 occurs:
  - 5.3.1 Sign ups may be reopened, as described in Section 4.5, in an attempt to obtain the minimum number of players for a grade specific team or teams.
  - 5.3.2 In the event the number of players in each of two consecutive grades (i.e., 3<sup>rd</sup> and 4<sup>th</sup>, 4<sup>th</sup> and 5<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>, or 7<sup>th</sup> and 8<sup>th</sup>) is less than the minimum recommended number to form one team for each grade, combination teams may be formed to play in the higher of the two grades’ bracket.
  - 5.3.3 A team may be formed with more than the maximum recommended number of players on their teams, in which event, all registered players will be offered an opportunity to withdraw their name from the list of players and be refunded any registration fees he (she) may have paid.
- 5.4 In the event sign ups are reopened, as set forth in Section 4.5, and additional players register to play, but the minimum number of players to form a second team is still not attained, the players obtained from the reopening of sign ups will not be considered for the team being formed and will not be allowed to tryout for the team.
- 5.5 In the event the number of registered players falls within the recommended guidelines for team size set forth in Section 5.1, no coach shall be allowed to “cut” players or deny any player the opportunity to join the team in order to maintain what that coach may deem to be a more desirable team size or team makeup.
- 5.6 If tryouts for a team(s) are necessary, they will be conducted in one of two formats: structured or relaxed.
  - 5.6.1 Structured Tryout

- 5.6.1.1 A structured tryout will be conducted for 3<sup>rd</sup> and 4<sup>th</sup> grade teams if either of the events described in Section 5.2.1 above occurs. A structured tryout will be conducted for all 5<sup>th</sup> through 8<sup>th</sup> grade teams, unless the number of registered players meets the guidelines for one team only.
- 5.6.1.2 Two (2) tryout dates and times will be scheduled. Players must attend at least one tryout but should make every effort to attend both tryouts, so that the coaches and coordinator can make the best possible decisions regarding placement of players on each team based on their demonstrated abilities.
- 5.6.1.3 The coordinator will select a minimum of three (3) independent evaluators to evaluate the players' performance on established drills using standard forms and a numeric grading system. The coordinator may also appoint one (1) or more facilitators to assist in the tryout process.
- 5.6.1.4 The resulting evaluation forms will be reviewed by the tentative team coaches, the coordinator, and one Board member. Players will be assigned to a team based primarily on the quantitative results of the tryout. The role of the Board member here will be to assure the appropriateness of the process.
- 5.6.1.5 In the event more than two teams are being formed for 5<sup>th</sup> through 8<sup>th</sup> grade, once the "A" team has been identified, the remaining teams will be formed by an alternating open draw.
- 5.6.1.6 In the event a player's parents refuse to allow him (her) to play for the team on which he (she) is placed, that player will not be allowed to move to any other team being formed and, furthermore, will not be eligible for placement on a team for that sport the next season. That player may, however, be eligible to be placed on a team for that sport again in the following season, if the Board agrees to such reinstatement of the player's eligibility.

## 5.6.2 Relaxed Tryout

- 5.6.2.1 A relaxed tryout will be conducted for 3<sup>rd</sup> and 4<sup>th</sup> grade teams if the situation described in Section 5.2.2 above occurs.
- 5.6.2.2 Only one tryout date and time will be scheduled. Players should make every effort to attend, so that the coaches and coordinator can make the best possible decisions regarding placement of players on each team based on their demonstrated abilities.
- 5.6.2.3 A head coach for each team will be selected according to the procedures set forth in Section 7.2.1.

- 5.6.2.4 Coaches will evaluate the players' performance on established drills using standard forms and a numeric grading system.
- 5.6.2.5 The resulting evaluation forms will be reviewed by the coaches, the coordinator for that sport, and one Board member. The coaches will then choose players for their team in an alternating open draw.
- 5.6.2.6 In the event head coaches have not yet been selected, or there is a disagreement over an alternating open draw, the coordinator will conduct a blind draw.

5.7 No tryouts will be necessary in the following situations:

- 5.7.1 The number of registered players meets the guidelines for only one team.
  - 5.7.2 The number of registered players meets the guidelines for two or more teams, it is not the first year of team formation for this grade, and A/B designation is not required. In this event, the players will remain on the same teams as in the preceding year. If new players have registered, they will be assigned first to the team having less players than the other by a blind draw and then to each team in an alternating open draw.
- 5.8 The head coach for each team, who has been selected according to the procedures set forth in Sections 7.2.1 and 7.2.2, will notify their players of placement on their team. The coordinator of the sport will notify any players who were unable to be placed on a team.

## **6 SELECTION AND OPERATING PROCEDURES FOR COORDINATORS**

- 6.1 Each year, at least two (2) months prior to the CYO designated season start date for each sport, the Board will appoint a coordinator for the sport, depending on which of the following circumstances exists:
  - 6.1.1 If the coordinator for that sport from the prior year wishes to continue serving as coordinator and the Board deems his (her) performance to be satisfactory, then the Board will endorse the continuation of service of that coordinator for the subsequent year.
  - 6.1.2 If the coordinator's position is vacated due to the prior coordinator's desire not to continue to serve in that position, or if the Board deems the prior coordinator's performance to be unsatisfactory, the Board will conduct a search and appoint a replacement coordinator for that sport.
- 6.2 It is the intent of St. John's CYO that no member serve as coordinator for more than one sport in any given year. If this becomes necessary due to the lack of qualified members willing to serve as sport coordinator, the Board will permit a

member to serve as coordinator for more than one sport, but will continue its search for a replacement coordinator for one of the sports and make a replacement as soon as possible.

6.3 The sport coordinators' responsibilities shall include:

- 6.3.1 Communicate to coaches their responsibilities as set forth in Section 7.6 and the coaches' code of ethics set forth in Section 9.1, or as each may be hereafter amended.
- 6.3.2 Communicate, coordinate, and ensure compliance with the policies and procedures for player eligibility and team formation set forth in Sections 3 and 4, respectively.
- 6.3.3 Make recommendations and assist in the selection of coaches as set forth in Sections 7.1 and 7.2.
- 6.3.4 Ensure that all coaches comply with the child protection and other training requirements of the Parish and/or the Archdiocese.
- 6.3.5 Maintain and administer the program review system established in Section 8, or as may be hereafter amended.
- 6.3.6 Assist in the grievance resolution and disciplinary review procedures set forth in Sections 10, whenever necessary.

## **7 SELECTION AND OPERATING PROCEDURES FOR COACHES**

7.1 The following criteria will be used to select a team head coach:

- 7.1.1 Willingness to support the St. John's CYO mission, including giving the highest priority to quality instruction and good sportsmanship.
- 7.1.2 Ability and willingness to devote the amount of time and effort necessary to be an effective coach and team leader.
- 7.1.3 Demonstrated technical knowledge of the sport.
- 7.1.4 Demonstrated leadership qualities in that particular sport, other sports, or other areas of parish activity.
- 7.1.5 Willingness to comply with the child protection and other training requirements of the Parish and/or the Archdiocese.

- 7.2 The process for head coach selection will be as set forth below, differentiated as to whether it is the first year of team formation, the first year of A/B designation, or a continuation of the preceding year's format.
- 7.2.1 If it is the **first year of team formation** (third or fourth grade only), the coordinator for that sport will recommend to the Board those individuals he (she) feels are the best head coach candidates, based upon the criteria set forth in Section 7.1 above. The Board will then appoint a head coach or head coaches (depending on the number of teams to be formed) based upon the recommendation of the coordinator, subject to the provisions of Section 7.4 below.
- 7.2.2 If it is the **first year of A/B designation** (fifth grade or later), the coordinator for that sport will recommend to the Board those individuals he (she) feels are the best head coach candidates for each team, based upon the criteria set forth in Section 7.1 above and the assignment of players to the A and B teams. In establishing his (her) recommendations, the coordinator will give priority to any individual who held the position of head coach of that team in the preceding year, provided that individual remains in good standing according to the Coaches' Code of Ethics, as set forth in Section 9.1. The Board will then appoint a head coach for each team based upon the recommendation of the coordinator and subject to the provisions of Section 7.5 below.
- 7.2.3 In any **subsequent year** of a sport, the head coach for each team will remain the same as in the preceding year, unless one of the following situations occurs:
- 7.2.3.1 He (she) no longer wishes to remain as head coach.
- 7.2.3.2 His (her) child has moved to the other team as a result of tryouts for an A or B team.
- 7.2.3.3 His (her) performance has been deemed unsatisfactory by the Disciplinary Review Board in accordance with the terms of Section 10.2.

- 7.3 Once the head coach for a team has been selected, he (she) may select the individuals who will become his (her) assistant coaches, subject to the coordinator's approval of those individuals as assistant coaches.
- 7.4 In the event neither the team's head coach nor any of the team's assistant coaches are parents/relatives of the players on that team, a parent representative will be selected by the coordinator to serve as a liaison between the parents and coaches.
- 7.5 The Board reserves the right to move players between teams for a particular grade, if necessary, to achieve appropriate coaching arrangements for each team, provided both coaches agree.
- 7.6 The coaches' responsibilities shall include:
  - 7.6.1 At the beginning of the season, communicate the following to the players' parents, both verbally and in writing:
    - 7.6.1.1 The program's mission and objectives.
    - 7.6.1.2 The coach's philosophy toward the sport and general approach with respect to training and management of the games.
    - 7.6.1.3 The players', parents', and guests' code of conduct as set forth in Section 9.3.
    - 7.6.1.4 Required fees, uniforms, equipment, and other specifications for the sport.
    - 7.6.1.5 Steps the coaches will take to maintain order on the team and provide discipline whenever necessary.
    - 7.6.1.6 Assistance required of the parents for scorekeeping, concession stand work, and field and facility preparation or maintenance.
    - 7.6.1.7 Guidelines for parental communications with the coach regarding player absences, changes in player eligibility, grievance resolution, etc.
  - 7.6.2 Conduct regular and timely practices and training sessions appropriate for the sport.
  - 7.6.3 Arrive promptly for practices and games and be prepared to conduct the scheduled activity in an organized and well-managed fashion.
  - 7.6.4 Maintain a players' phone list and distribute to the players' parents so that notification of schedule changes and other team matters can be promptly and efficiently communicated to the players and their parents.

- 7.6.5 Conduct themselves and their team activities in a manner consistent with the St. John's CYO mission and objectives.
- 7.6.6 In cooperation with the coordinator of their sport, distribute at the beginning of the season, and collect at the end of the season, all uniforms and equipment assigned to the team for its use during that season.
- 7.6.7 Support and abide by the recommendations or outcome of any grievance resolution process as set forth in Section 10.1 and/or the decisions or actions of the Disciplinary Review Board as set forth in Section 10.2.

## **8 PROGRAM REVIEW**

- 8.1 At the conclusion of each season for each sport, the participants of each team will have an opportunity to evaluate the program for the year. The results of these surveys will provide St. John's CYO valuable input in order to build on the positive aspects of the program, as well as identify and address areas of needed improvement.
- 8.2 Surveys must include the name of the player and the player's parent or guardian in order to be considered a valid evaluation.
- 8.3 Once the survey results have been tallied, the coordinator of the sport under review will discuss the survey results with the coaches of each team and identify where changes in the program or approach may be in order.

## **9 CODE OF ETHICS AND CONDUCT**

- 9.1 Coaches' Code of Ethics
  - 9.1.1 All head coaches, assistance coaches, and parent volunteers pledge to abide by the following code of ethics:
    - 9.1.1.1 I will place the emotional and physical well-being of my players ahead of any personal desire to win.
    - 9.1.1.2 I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
    - 9.1.1.3 I will do my very best to provide a safe playing situation for my players.
    - 9.1.1.4 I will do my very best to organize practices that are fun and challenging for all my players.
    - 9.1.1.5 I will lead, by example, in demonstrating fair play and sportsmanship to all my players.

- 9.1.1.6 I will ensure that I am knowledgeable in the rules at each sport that I coach and I will teach these rules to my players.
  - 9.1.1.7 I will use coaching techniques appropriate for each of the skills that I teach.
  - 9.1.1.8 I will remember that I am a youth coach and that the game is for children and not adults.
- 9.1.2 If any coach blatantly disregards the coaches' code of ethics set forth in this Section 9.1 and/or violates one or more of the codes set forth in Section 9.1.1 above, the Board reserves the right to question, advise, reprimand, and/or dismiss that coach from his (her) position. Such action will only be taken, however, after that coach has been afforded due process under the disciplinary review procedures set forth in Section 10.2.

## 9.2 Players, Parents, and Guests' Code of Conduct

- 9.2.1 All players, parents of players, and other guests of St. John's CYO players are expected to follow a code of conduct representative of a Christian organization that promotes a positive experience for all participants and attendees of CYO activities, including good sportsmanship and respect for others.
- 9.2.2 If any player, parent, or other guest disregards the code of conduct set forth in Section 9.2.1 above, the Board reserves the right to question, advise, reprimand, and/or dismiss that player, parent, or guest from future CYO activities. Such action will only be taken, however, after that player, parent, or other guest has been afforded due process under the disciplinary review procedures set forth in Section 10.2.
- 9.2.3 Players and their parents are expected to place priority of the CYO team ahead of any other conflicting activities. Failure to comply with this expectation (e.g., missing games and/or practices for reasons other than illness) may result in loss of playing time or other stronger disciplinary action, particularly if other players were "cut" in the initial team formation process. Resulting disciplinary actions that may be imposed, based on the coach's recommendation and with Board approval, may include:
- 9.2.3.1 A one (1) game suspension with the participant in attendance in uniform.
  - 9.2.3.2 Dismissal from the team for the remainder of the season.
  - 9.2.3.3 Dismissal from the team for the remainder of the season and ineligibility to play on a team for that sport next season.
  - 9.2.3.4 A permanent ban from playing that sport.

**Such action will only be taken, however, after that player and his (her) parents have been afforded due process under the disciplinary review procedures set forth in Section 10.2.**

## **10 GRIEVANCE RESOLUTION AND DISCIPLINARY REVIEW**

### 10.1 Grievance Resolution

- 10.1.1 In the event of a grievance or disagreement between two or more parties participating in a St. John's CYO sport, the parties must, first, verbally communicate their position to each other and attempt to reach a mutually agreeable solution.
- 10.1.2 If any party involved is dissatisfied with the outcome of the efforts of Section 10.1.1 above, that party must address the coordinator by means of a written grievance, who will also obtain a written statement from the other parties involved. The coordinator may then rule on the grievance issue by means of a written resolution to all of the parties involved. The coordinator will submit all written documentation to the Secretary to be kept on file indefinitely.
- 10.1.3 If any party involved is dissatisfied with the outcome of the efforts of Section 10.1.2 above, that party may initiate an appeal by submitting to the Vice President (or the President, if the Vice President is party to the grievance) a written statement describing the situation and explaining why the coordinator's resolution should be reviewed. If this occurs, a Grievance Resolution Appeals Committee (or "Grievance Committee"), comprised of all five (5) Board members (or four (4) Board members and the Parish Business Manager, if one of the Board members is party to the grievance), will be convened in a timely manner. The Grievance Committee will review all written statements on file and any written appeal statements, and will hold a meeting with all parties involved to discuss the situation further and hear any other arguments from the parties. The Grievance Committee will then render an immediate decision, if possible, but within no longer time than one (1) week. The Secretary will keep on file, indefinitely, a written report of the appeal process.

### 10.2 Disciplinary Review

- 10.2.1 The questionable conduct of a coach, player, parent, or guest, with respect to the participants' code of ethics/conduct set forth in Section 9, may be brought to the attention of the Board by means of either the end of season survey or the grievance resolution process described in Sections 8 and 10.1, respectively. If that occurs, a Disciplinary Review Committee, comprised of three (3) Board members, three (3) St. John's CYO Members at-large, and the coordinator of the sport involved, will be convened to evaluate the situation presented.

- 10.2.2 The three (3) Members at-large set forth in Section 10.2.1 above will be selected from the list of Members in good standing and taken in alphabetical order; provided, however, any Member who is directly involved in the issue being reviewed or who has a player in the same grade as in which the issue occurs will be passed over and not selected for that particular Disciplinary Review Committee.
- 10.2.3 The Disciplinary Review Committee will have the authority to take whatever steps or actions are necessary to resolve the situation, including the loss of participant privileges and/or loss of membership. The Disciplinary Review Committee will render an immediate decision, if possible, but within no longer time than one (1) week. The Secretary will keep on file, indefinitely, a written report of the review process.
- 10.2.4 The coach, player, parent, or guest whose conduct has been called into question will be provided an opportunity to address the Disciplinary Review Committee, in person, before a final decision is made or any action is taken.

## **11 UNIFORMS**

- 11.1 Uniforms for St. John's CYO teams will be the Board approved blue, white, and black colors, with the blue jay logo, "St. John's" lettering, and player number. No other logo or lettering for commercial advertising or otherwise will be allowed.
- 11.2 Any Member who replicates the St. John's CYO uniform for a team outside of St. John's CYO that he (she) forms, coaches, or sponsors, will be brought up under the disciplinary review process set forth in Section 10.2 and will be subject to potential dismissal from the St. John's CYO organization.
- 11.3 Uniforms must only be worn by the players for purposes of the games; provided, however, players may wear their uniform to attend weekend Mass whenever it immediately precedes a home game for that CYO team. Uniforms should not be worn to school on "spirit wear" day or otherwise.
- 11.4 The same uniform may be used by the team to play in other leagues or in in-season tournaments, so long as the team roster is the same for such other league or tournament as it is for the CYO league and season.
- 11.5 Any player who loses or substantially damages the uniform will be expected to replace the uniform at their own expense.