



Diocese *of* Allentown

Secretariat for Catholic Life & Evangelization

Office of Youth & Young Adult Ministry

Catholic Youth Organization Rules & Guidelines



August 2006

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Dear Pastors, Principals, and CYO Parish Staff,

Recent events involving illegal and immoral conduct by prominent sports figures cast a shadow on the benefits of involvement in activities that stretch, build and challenge the body, mind and soul. The hearts of young people lie broken and disillusioned as professional athletes espouse values that contradict Christian values. As a Catholic Youth Organization we must model and challenge youth to model 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. Let us remember that we are Jesus' hands, mouths, eyes and hearts reaching out to youth and encouraging them to make healthy choices.

More Catholic young people in the Diocese of Allentown are involved in CYO than any other youth program offered. Whether you participate in athletic activities or academic activities, all activities are Catholic. Therefore, it is essential that coaches and moderators continue to be witnesses of faith and prayer and that service continue to be a part of your ministry with youth.

This booklet has been assembled to make you aware of the operating procedures of the various CYO programs. Keep this resource handy as it contains all current rules and regulations. As the Director of Youth & Young Adult Ministry, I ask that you uphold the contents of this booklet 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.

Sincerely,
Mary Ellen Johns
Director



Office of Youth and
Young Adult Ministry

Diocese of Allentown
Secretariat for Catholic Life and Evangelization
47 Wiggan Street
New Philadelphia, PA 17959
570-277-0123
570-277-0183 fax

Dear Friends,

Inspired by the words of Pope John Paul II:

“Sport, because of the wholesome elements it gives values to and exalts, may become more and more a vital instrument for the moral and spiritual elevation of the human person and therefore contribute to the construction of an orderly, peaceful and hardworking society. The Church approves and encourages sports seeing in it a form of gymnastics of the body and of the spirit, a training for social relations based on respect for others and for one’s own person and an element of social cohesion which also fosters friendly relations...”

CYO of the Diocese of Allentown strives to provide opportunities for our youth to find God in the ordinary events of everyday life. Through its many athletic programs, CYO helps our youth to experience our faith in action allowing them to practice Catholic Christian attitudes and responsibilities in both speech and actions. Attitudes of fair play and sportsmanship in both victory and defeat along with respect for all people are at the core of what makes CYO such a value to our Diocese.

I am so pleased to be able to work with the truly faith filled, dedicated people who are involved with the CYO programs across the Diocese. Our youth are truly blessed by having these wonderful men and women in their lives, caring for them, not only as athletes but also as Catholic youth.

May God continue to bless the youth and adults involved with the sports program of our Diocese. May CYO continue to be a program that calls youth to a deeper relationship with God.

Sincerely,
Mrs. Mary H. Matunis
Assistant Director Office of Youth & Young Adult Ministry
CYO Administrator

**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 purpose of the program is to facilitate learning, raise revenue or provide a social service on behalf of the location.
5. The coach or leader of the program must be a volunteer or an employee of the location or other diocesan entity.
6. 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 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 – 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** and then submitted along with the roster to the District Commissioner **BEFORE THE FIRST GAME**.

RULES FOR REGISTERED CYO PROGRAMS

All registered CYO Programs must adhere to the “CYO Rules and Guidelines” published by the Catholic Youth Organization within the Office of Youth and Young Adult Ministry under the Secretariat for Catholic Life and Evangelization.

CYO Rules and 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
- Eligibility Standards
- Timely registration via filing of Rosters and Certificates of Participation
- Strict adherence to the philosophies and Catholic ideals set forth by the Office of Youth and Young Adult Ministry.

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 grants permission.

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 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 appoints a Director for the Diocesan Office of Youth & Young Adult Ministry. The Director is responsible for all youth programming other than those that are directly under the supervision of the Diocesan Office of Education. The Catholic Youth Organization (to be referred to as CYO) is one part of the umbrella of Youth Ministry.

In order to oversee the many facets of the Allentown Diocese CYO program, it is necessary for the Director to appoint a CYO Administrator and a Direct Services Administrator to assist with the responsibilities of the CYO program. The CYO Administrator is responsible to the Director. The CYO Administrator facilitates the CYO Executive Board and all CYO Policy. The Direct Services Administrator works with the CYO districts with schedules, clinics, workshops, tournaments, playoffs, etc. In addition to the CYO Administrator and Direct Services Administrator, a representative group of priests and lay people form the Diocese of Allentown's CYO Executive Board. This board is comprised of three representatives from each diocesan CYO district: the District Priest Director, the Diocesan District Commissioner and a third person of the District's choosing.

The CYO Executive Board will serve in the following capacity:

- A. To advise the CYO Administrator of all district activity.
- B. To represent and voice the concerns the parishes and schools within their respective districts to the entire CYO Board.
- C. To assume the responsibility of overseeing all CYO programs within your district by working with the District CYO Board.
- D. To handle district programs at a local level, as well as collaborating with the CYO Administrator 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.

The CYO Executive Board meeting will operate under the following guidelines:

1. Roberts' Rules will be established as our Parliamentary procedure.
2. In order to add, change, or delete something from the Diocesan CYO Rules, it must be presented to the board. A majority vote (50% plus one) is needed from all eligible board members (those present and voting.) at the next meeting, or with exception, after a determined period of time. A quorum (12 members or 4 districts represented) must be present in order to vote.
3. It must be noted that only the Director, after consultation with the CYO Administrator, can veto the Executive Board vote. If the Director vetoes any vote, he/she must present his/her reasons for the veto at the following Board meeting.
The Director's veto does not prevent the issue from being reintroduced.

CYO COACHES' TRAINING PROGRAM

Objective

The Coaches Training Program 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.

Rules & Regulations

1. No person shall be given the responsibility of coaching a CYO team until he/she meets the established standards of accreditation, which have been created by the National Committee, except where amended by local rules.
2. All coaches (head and assistant) must be registered in accordance with the Policy on Youth Sports.
3. All coaches from the date that their name first appears on a roster shall have **one** year to become trained.
4. No coach (head or assistant) shall be allowed on the bench until registered 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. Each district should arrange a clinic each year in order to update the Coach Training Program for all trained coaches within the district.
7. Head coaches must be 21 years of age or older. All coaches must be eighteen years of age or older. High school coaches must be 21 years of age or older and his/her high school freshmen class must have graduated. Coaches under 21 must file an Assistant Coach Form with the District and Diocesan CYO Administrator.
8. Student Helpers (high school students) are permitted. The head coach must submit a Student Helper Form to the district and the district forwards a copy to the Diocesan CYO Administrator.
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.

DIOCESE OF ALLENTOWN COACHES' CODE OF CONDUCT

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

- ❖ 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 promise to review and practice the necessary first aid principles needed to treat injuries to my participants.
- ❖ I will do my best to organize practices that are fun and challenging for all my participants.
- ❖ I will lead by example in demonstrating fair play and sportsmanship to 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 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. 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 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/ Youth Ministry 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 by the Diocesan CYO Administrator.

Coach’s Signature

Date

Parish Seal

Pastor/Priest Signature

Date

CODE OF CONDUCT FOR PARTICIPANTS

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 District Commissioner within 48 hours. Investigation and discussion of violation will occur, penalty determined and then approved by the District Priest Director. If a penalty is levied, the Diocesan CYO Administrator 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.

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.

Used with permission from the Positive Coaching Alliance, Stanford University.

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

The Office of Youth & Young Adult Ministry will obtain and distribute "Code of Conduct" signs to the Districts to be hung in all gyms where CYO programs are conducted. (based upon financial approval of the Diocese)

Parent's 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 games are also to act in a manner appropriate for a program dedicated to living the faith we profess. Any violation will result in parents being refused admittance to CYO sponsored 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 the Parish Religious Education Programs. Realizing the profound influence my/our example has on our children, I/we will attend Sunday Masses and Holy Days of Obligation as a strong witness of our faith.

I/We also realize that my/our child's team is required to attend Sunday Mass together once during the season and to participate in a team service project.

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 Player's 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.

Parental/Guardian Signatures: _____ Date: _____

Parental/Guardian Signatures: _____ Date: _____

Child's Name: _____

CYO RULES REGARDING FINES AND PENALTIES

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 Director as well as the Diocesan CYO Administrator should receive an annual statement of each CYO district's finances, which will be kept on file at the Diocesan Office.

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, the Diocesan CYO Administrator must be consulted and approve of this action.

ELIGIBILITY STANDARDS GRADE 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 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.
- The Catholic child must be a practicing Catholic, attending Sunday Mass and Religious Education weekly.
- 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 the Diocesan CYO Administrator.
- C. In consolidated schools (more than 1 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 as a result of recruiting is ineligible.
- Section 5 One may protest a violation of Eligibility Standards. Refer to Rule D (Protests)
- Section 6 All participants in Diocesan CYO Athletic Programs must be covered by life, accident and hospitalization insurance. Diocesan insurance is a secondary coverage. In case the participant is not currently insured, the diocesan insurance becomes the primary insurance.
- Section 7 In the event of exceptional circumstances, the Diocesan CYO Administrator reserves the right to final adjudication.
- Section 8 Head coaches must be 21 years of age or older. All coaches must be eighteen

years of age or older (See Coaches' Training Program)

Section 9 A player participating on a **CYO** team may not participate on a school team in the same sport at the same time.

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.

ELIGIBILITY STANDARDS
GRADES 1-8
GRADES 9-12

Rule B

- 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.
- Section 1A A team participating in Diocesan CYO Playoffs may not participate in another League or Tournament during said playoffs.
- Section 2 Teams violating Rule B, Section 1 or 1A, will become ineligible to participate in the Diocesan CYO playoffs program for a period of one year.
- Section 3 One may protest a violation of Rule B, Sections 1, 1A, or 2. Refer to Rule D (Protests.)

Rule C

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

ELIGIBILITY STANDARDS GRADES 9-12

- Section 1 Any boy/girl participating in the Diocesan CYO Program who maintains the same home address but transfers to a new parish for the purpose of athletics and as a result of recruiting, is ineligible.
- Section 2 One may protest a violation of Eligibility Standards. Refer to Rule D (Protest)
- Section 3 All participants in the Diocesan CYO Athletic Programs **must** be covered by life, accident and hospitalization insurance. Diocesan insurance is a secondary coverage. In case the participant is not currently insured, the diocesan insurance becomes the primary insurance.
- Section 4 All participants must be registered members of the parish or merged parishes they wish to represent. If they become 19 years of age before the date listed below, they are ineligible. Students who have graduated from the twelfth grade are also ineligible.
- Catholic players must be practicing Catholics (Attend Sunday Mass on a Weekly basis and Religious Education)
- All sports: September 1
- Section 5 Completed rosters signed by the pastor of the parish, or the parish priest moderator, with the parish seal affixed, must be postmarked and sent to the Diocesan Youth Ministry Office by the dates listed for the respective sports and activities. Violation will result in elimination from Diocesan competition for a period of one year in the respective sports and activities.
- Section 6 A player participating on a CYO team may not participate on a school team in the same sport at the same time.
- Section 7 Coaches must be 21 years of age or older and his/her high school freshman class must have graduated.
- Section 8 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 9 No player may participate after the graduation of his/her freshman class.

- Section 9A 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 Board for submission to the Diocesan Executive Board.
- Section 10 In the event of exceptional circumstances, the Diocesan CYO Administrator reserves the right to final adjudication.
- Section 11 Non-Catholics attending Catholic High Schools may participate in the CYO High School Program.

PROTESTS

Rule D

- Section 1 Judgment calls by officials are not subject to protest.
- Section 2 The team coach or captain must inform the head official and the coach or captain 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 book, 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 Diocesan CYO Administrator in the same manner as Rule D; Section 3.
- Section 6A A \$50.00 fee is to accompany all protests to the Diocesan CYO Administrator in the Office of Youth & Young Adult Ministry. The fee is refundable, if the protest is upheld.
- Section 7 In event of exceptional circumstances, the Diocesan CYO Administrator reserves the right to final adjudication.

MERGERS

Rule E

FOR ALL SPORTS:

If any two or more parishes join together to compete in any sport as a team, there **MUST** be a Merger form on file with the Diocesan CYO Administrator. The merger form must be signed and sealed by each pastor of the parishes participating in the merger. The merger form is submitted to the District Commissioner along with a completed roster at the beginning of the season. The District Commissioner will submit the forms to the Diocesan CYO Administrator.

It is important to note that the merger is **SPORT SPECIFIC**, and that merger forms need to be completed and on file for every sport that the merged parishes participate in.

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

Merger forms are found on pages I- 25 and I-26 in the Insurance Section at the back of this book.

VOLLEYBALL

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

- B. Rosters
Each District Commissioner must submit to the Diocesan Youth Ministry Office completed rosters by September 15.

- C. Deadline
All rosters are frozen as of October 1.
NOTE: Districts failing to comply with Rule B are eliminated from consideration for Diocesan competition.

- D. Game Rules
According to current National Federation Rules (PIAA), seven foot net still applies for grade school.

- E. Diocesan Playoffs
First weekend in November.

- F. Eligibility
See Eligibility Rules.

- G. Dates
Practice may not begin before August 1.
All practice, games, etc. must end the first weekend in November.

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 rosters are due January 1st.

- C. Deadline
All rosters are frozen on January 1st for grade school and January 15th for high school.

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

- E. Diocesan Playoffs
First and second full weekend in March.

- F. Eligibility
See Eligibility Rules.

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

- H. Modification-Bench Rule for Use at State Tournaments ONLY

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.

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

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.

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 is no longer 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 the Diocesan CYO Administrator completed rosters by April 15. Failure to comply will result in Diocesan ineligibility.
- C. Deadline
All rosters are frozen as of May 1.
- D. Eligibility
See Eligibility Rules
- E. Playoffs
Diocesan - first or second weekends in June, or at some other time mutually agreeable to all participants before June 30th.
- F. Game Rules
All games are to be played under the rules of the National Federation of State High School Associations, except where amended by local rules.
- G. 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 75 feet and the mound will be 54 feet from home plate.

H. 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 the Diocesan CYO Administrator, completed rosters by April 15.

- C. Deadline
All rosters are frozen as of May 1.
NOTE: Districts failing to comply with Rule B are eliminated from consideration for Diocesan Competition.

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

- E. Diocesan Playoffs
First full weekend in June.

- F. Eligibility
See Eligibility Rules.

- G. 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 program 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.
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) Bidy: 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, ect. 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 the Diocesan CYO Administrator 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 (NCA, UCA, USG, etc.) All rostered coaches must provide proof of certification to the District Cheerleading Commissioner

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.
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.
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 only may 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 rule 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 rule 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) Bidy 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 bidy level plus round off, handstand and backbends
 - C) Varsity Mounting Squads: All of the bidy 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 Bidy 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 $\frac{1}{2}$ 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. 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 other mounts must be superficial.

22. Routines must be appropriate for family viewing. Any vulgar or suggestive movements, words or music will result in elimination. No tear-away uniforms or removal of clothing is allowed.

OPEN EVENT TRACK AND FIELD

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

1. All participants must be a member of the parish or attend the parish school.
2. Age requirements:
 - A. 8th grade division: no student may be 15 years of age or older before September 1st of the previous year.
 - B. 7th grade division: no student may be 14 years of age or older before September 1st of the previous year.
 - C. 6th grade division: no student may be 13 years of age or older before September 1st of the previous year.
 - D. Students must be in the 6th, 7th or 8th grade to participate.
3. Any changes 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.
4. All non-participants must remain off the field throughout the competition. Participants waiting for their event are asked to wait off the track.
5. No starting blocks will be allowed.
No spikes will be allowed.
6. No pacing of runners allowed.
7. If there is a question regarding an event, the referee should be informed immediately.
8. Running events take precedence over field events.
9. All participants must compete on grade level only, including relays.
10. 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.
11. 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
12. One team trophy will be awarded within 1 (one) hour of the ending of the final event.
13. Ribbons will be awarded for individual places 1-5 (except relays)

Diocesan CYO Track and Field Events by Division

8th Grade Boys

100 meter dash
400 meter run
800 meter run
8 pound shot put
High jump
Running long jump

8th Grade Girls

100 meter dash
400 meter run
800 meter run
8-pound shot put
High jump
Running long jump

7th Grade Boys

100 meter dash
400 meter run
800 meter run
400 meter relay
8 pound shot put
Running long jump

7th Grade Girls

100 meter dash
400 meter run
800 meter run
400 meter relay
8-pound shot put
Running long jump

6th Grade Boys

100 meter dash
400 meter run
400 meter relay
Running long jump
Softball throw

6th Grade Girls

100 meter dash
400 meter run
400 meter relay
Running long jump
Softball throw

OPEN EVENT CROSS COUNTRY

Cross Country Meet: To be held in October

A. Eligibility

All grade school boys and girls as in Rule A.

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. Students in seventh and eighth grade are eligible to participate.
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 and 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, providing letters and their sequence area 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. Scripps Padaeia dated for the current year will be the primary source for the words. (available from any Scripps newspaper in late October or early November)
16. It is strongly recommended that the districts follow this format so that the spellers will be familiar with the Diocesan Finals format.
17. **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.
18. The Diocesan Office of Youth & Young Adult Ministry will supply the list of words for the Diocesan Spelling Bee Competition.

DIOCESAN ACADEMIC BOWL

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.

Coach Copy

**DIOCESE OF ALLENTOWN
CYO PARENTAL/GUARDIAN PERMISSION FORM & RELEASE**

Participant's name: _____ Birth Date: _____ Sex: _____
Parent/Guardian's name(s): _____
Home address: _____
Home phone: _____ Business phone: _____

I (we), _____ grant permission for my (our) child, _____ to 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 & Young Adult Ministry and the parish/school pertaining to the CYO program.

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 _____, and the Diocese of Allentown, Bishop Edward P. Cullen, D.D., _____ (Name of parish/school) and all of 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.

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

Participant's signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

District Copy

**DIOCESE OF ALLENTOWN
CYO PARENTAL/GUARDIAN PERMISSION FORM & RELEASE**

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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 & Young Adult Ministry and the parish/school pertaining to the CYO program.

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

Participant's signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Coach Copy

**DIOCESE OF ALLENTOWN
CYO PARTICIPATION
PARENTAL/GUARDIAN PERMISSION FORM & RELEASE
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.

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) at the indicated numbers, contact:

Name & relationship: _____ Phone: _____
Family doctor: _____ Phone: _____

Medical Insurance Information:

Health Plan Carrier: _____ Group# _____ I.D. _____

I (we) hereby grant permission for non-prescription medication (such as aspirin, throat lozenges, cough syrup) to be given to my (our) child, if deemed appropriate.

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 medical conditions of my (our) child: _____

District Copy

**DIOCESE OF ALLENTOWN
CYO PARTICIPATION
PARENTAL/GUARDIAN PERMISSION FORM & RELEASE
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.

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) at the indicated numbers, contact:

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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 medical conditions of my (our) child: _____

**DIOCESE OF ALLENTOWN
PARENTAL/GUARDIAN PERMISSION FORM & RELEASE**

TRAVEL FORM

Participant's name: _____

Birth date: _____ Sex: _____

Parent/Guardian's name(s): _____

Home phone: _____ Alternative phone: _____

I (we), _____ grant permission for my (our) child, _____
(Parent or guardian's name(s)) (Child's name)

to 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 parish/school.

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 Edward P. Cullen, D.D., and all of their employees and representatives 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.

We have read carefully this entire (pages 1 and 2) Parental/Guardian Permission Form & Release and agree to its terms and intend to be bound hereby.

Participant's signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Event Description:

Date/Time:

Location:

Transportation Information:

**DIOCESE OF ALLENTOWN
PARENTAL/GUARDIAN PERMISSION FORM & RELEASE**

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.

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) at the above numbers, contact:

Name & relationship: _____ Phone: _____

Family doctor: _____ Phone: _____

Medical Insurance Information:

Health Plan Carrier: _____

Group #: _____

I.D. #: _____

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:

I (we) hereby grant permission for non-prescription medication (such as aspirin, throat lozenges, cough syrup) to be given to my (our) child, if deemed appropriate.

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 medical conditions of my (our) child: _____

AUTHORIZATION FOR USE OF PHOTOGRAPH / VIDEO/ IMAGE

NAME (IMAGE SUBJECT) _____

ADDRESS _____

PHONE _____

AGE _____ SEX _____

I/ we, the undersigned, 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

_____ 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 _____ SCHOOL/ PARISH and the Diocese of Allentown, its employees, volunteers and agents for any liability connected with the use of said photograph or image.

SUBJECT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

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

Driver

Name _____ Date of Birth _____

Address _____ Social Security # _____

_____ Phone # _____

Driver's License # _____ Date of Expiration _____

Vehicle That Will Be Used

Name of Owner _____ Model of Vehicle _____

Address of Owner _____ Make of Vehicle _____

_____ Year of Vehicle _____

License Plate # _____ Registration Expiration Date _____

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

Insurance Information

Insurance Company _____

Policy # _____ Date of Policy Expiration _____

Liability Limits of Policy* _____

(*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000)

In order to provide for the safety of our students or other members of the parish and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the past five years: _____

Please be aware that as a volunteer driver, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, 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 to transport students.

Signature

Date

INSURANCE PROTECTION FOR RENTED VEHICLES

Recently, several locations have rented vehicles for a specific parish or school activity. The rental facilities have requested proof of insurance coverage from the location, or have required the location to purchase insurance through them.

In the event that your location is renting a vehicle for church or school purposes only, the Diocesan self-insurance auto program will provide coverage. You may be able to simply provide the rental facility with a copy of the **Diocese of Allentown Pennsylvania Financial Responsibility Insurance ID Form**. This is the form provided for vehicles that are registered to your location. This would be the same as showing your own insurance card to rent a car for personal use. If this is not acceptable, Catholic Mutual Group can provide a certificate of insurance. However, this will take a week to process.

In the alternative, you can purchase the coverage offered by the rental company. This will simply transfer the risk from the Diocese and the driver to the rental company.

It is important to remember that the vehicle must be rented in the name of the parish or school, with a noted authorized driver. The insurance protection would apply 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.

Under no circumstances should an individual under the age of 21 rent a vehicle. In addition, any individual with any of the following citations in the past three years are prohibited from driving diocesan vehicles:

1. Driving under the influence of alcohol or drugs
2. Hit and Run
3. Failure to report an accident
4. Negligent homicide
5. Operating a vehicle during a period of suspension or revocation
6. Using a motor vehicle for the commission of a felony
7. Operating a vehicle without authority
8. Permitting an unlicensed person to drive
9. Reckless driving
10. Speed Contest
11. Three accidents and/or moving violations

Finally, it is important to remember that individuals under the age of 18 may not be transported in vans designed for 11 – 15 passengers (even if they are grand-fathered by the state as “buses“). These vehicles may ONLY transport adults and cargo, nothing else.

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MEMORANDUM

TO: All Pastors, Principals, Administrators and Secretaries

FROM: Kelly C. Bruce, A.R.M.
Director of Insurance and Real Estate

DATE: September 29, 2005

SUBJECT: 10 – 15 Passenger Vans

Since June 11, 1999, it has been diocesan policy that individuals under the age of 18 may not be transported in vans owned by the Diocese of Allentown or any of its entities designed for 10-15 passengers. There are structural deficiencies in these vehicles that pose serious life and safety issues to its passengers. All people, including children, adult, elderly, and the disabled should be protected from this hazard.

Therefore, at the direction of the Diocese's insurers, we are enhancing the diocesan policy governing the use of 10-15 passenger vans.

Effective immediately, the purchasing, leasing, renting or borrowing of 10-15 passenger vans to transport ANY PERSON(S) is prohibited.

“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 10-15 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.

Organizations that currently own or lease 10-15 passenger vans for the transportation of adults must replace, sell or discontinue the use of these vans by May 30, 2007.

Mini-vans, designed to transport not more than 8 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 10-15 passenger van. Catholic Mutual Group has partnered with Collins Industries, Inc. to provide special pricing to diocesan locations who are considering purchasing a multi-function activity bus. For more information regarding these vehicles, please either contact either Catholic Mutual Group or visit www.collinscmg.com.

MEMORANDUM

TO: CYO Priest Directors, CYO District Commissioners

FROM: Mary Ellen Johns--Director

Mary Matunis--Asst. Director/CYO Administrator

DATE: October 4, 2005

RE: New Sports Proposals

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

Baseball	Cross Country Track &	Field
Basketball	Flag Football	Volleyball
Bowling	Soccer	Water Polo
Cheerleading	Softball	Wrestling
	Swimming	

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 Director and Board for review. Once reviewed, the proposal is submitted with district recommendations to the Office of Youth & Young Adult Ministry. Following diocesan review, the district will receive notification of approval or refusal.

Please distribute this information within your district.

A NEW SCHOOL YEAR IS BEGINNING – ARE YOU PLANNING ANY FIELD TRIPS?

Certainly, many of you are gearing up for another fun filled academic year. Along with planning your classroom activities, field trips may also be on your calendar. Whether in the school or with CCD or CYO, there are risks which may be unique to field trips – moving students to a new activity or site. Please keep the following in mind when reviewing your field trip plans.

TRANSPORTATION

Bus transportation is the most desirable method to be utilized for any field trip 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 a private passenger vehicle must be used, a signed **DRIVER INFORMATION SHEET** should be submitted to the principal or trip leader prior to each field trip. The information should be supplied and certified (signed) by the driver in question. The following guidelines should be considered:

- 1 The driver **must be 21 years of age or older.**
- 2 The driver must have a valid, non-probationary Pennsylvania 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 current license plate.
- 4 The vehicle must have valid insurance coverage. The recommended minimum limit of liability coverage for privately owned vehicles is \$100,000 per person / \$300,000 per occurrence.

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

REGULATIONS

To ensure the desired outcome of field trips, leaders should prepare the students for the place that is to be visited and the things that are to be seen. A thorough discussion should be held regarding the purpose of purposes as well as the goal or goals of the trip. Additionally, an advance visit should be made to the field trip site by the leaders so that any (and all) unforeseen circumstances, situations and/or events can be properly planned for – so that any difficulties may be minimized. The following regulations should be taken into consideration when planning a field trip:

- Adequate supervision by qualified adults, including one or more certified employees or agents of the Diocese and/or School. For field trips other than interscholastic athletic events, there should be at least one adult for every ten students.
- Try to formulate a plan for financing the field trip that does not levy a fee on any student; does not exclude any student member of a group because of lack of funds.
- Parental/Legal Guardian Permission Slips should be obtained from all adults and all parents/guardians of students taking any field trip; releasing all claims against the Diocese and the school for injury, accident, illness or death occurring during or by reason of the field trip. Include a proper first aid kit and fire extinguisher in the bus or one of the vehicles,

While recognizing the educational significance and value of field trips to enhance classroom lessons and group activities (CYO, CCD, etc.), please consider the risk that the school and the Diocese assume while in the planning stages of your field trip.

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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 reviewed in our local office but are written 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: _____

SPONSORING PARISH/SCHOOL: _____

ADDRESS: _____

EVENT: _____

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

LOCATION (S) OF EVENT: _____

WHO IS REQUIRING CERTIFICATE: _____

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

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

***** IF YES, WRITTEN PROOF MUST BE SUBMITTED WITH THIS REQUEST*****

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 #** _____

FORWARD ORIGINAL CERTIFICATE TO: _____

FORWARD PARISH/SCHOOL COPY TO: _____

**DIOCESE OF ALLENTOWN
POLICY ON VOLUNTEER BACKGROUND CHECKS
Effective October 1, 2004**

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

**CCD Directors, Coordinators and Teachers
Day Care, Pre-school & Extended Care Staff
Boy Scout Leaders and Staff
Cafeteria Workers**

**CYO Coaches
Youth Ministers
Youth Group Advisor
School & Teacher Assistants**

Those individuals whose background check indicates a conviction for the following crimes will be eliminated from further employment or volunteer consideration.

Criminal homicide	Indecent assault
Aggravated assault	Indecent exposure
Kidnapping	Corruption of minors
Unlawful restraint	Prostitution
Rape	Obscenity & pornography
Statutory rape	Sexual abuse of children
Involuntary deviate sexual intercourse	Dealing in infant children
Concealing the death of a child born out of wedlock	Endangering the welfare of children
A felony under the "Controlled Substance, Drug, Device and Cosmetic Act."	

In the event a DUI (Driving Under the Influence of Alcohol arrest) is revealed in the background check within the previous ten (10) years, the pastor/principal/administrator will be notified in order to limit the volunteer's driving his/her vehicle or a diocesan vehicle for parish/school purposes.

Any other questionable items will be reviewed by the Diocese of Allentown's Human Resources Department in conjunction with the pastor, principal or administrator of the location. The judgment on the suitability of the candidate for a volunteer position will be final.

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

The attached form 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 funneled through the Diocese's Human Resources Department for consistent 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 set at a later date.

Questions regarding this policy or any procedures should be forwarded to the Human Resources Department at the Temporal Affairs office for the Diocese of Allentown at 610-871-5200, ext. 201.

**DIOCESE OF ALLENTOWN
VOLUNTEER BACKGROUND CHECKS
PROCESSING PROCEDURES**

Effective October 1, 2004

In conjunction with the Volunteer Background Check policy, effective October 1, 2004, that states that criminal background checks are required for all individuals who are reasonably expected to come into contact with children, the following procedures will be used to process the background checks to promote the success of this program:

- 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 <https://members.usis-csd.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 USIS Widescreen 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 USIS Widescreen will be available at no charge.**
- 5. In the event the user changes, USIS Widescreen should be notified so that a new password may be issued to provide the utmost confidentiality in the use of the system.**
- 6. If the volunteer has had a clear background check performed by the Diocese within the past twelve (12) months, the individual would not need a background check at this time.**
- 7. The USIS Widescreen website will indicate a clear check almost instantaneously.**
- 8. 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.**
- 9. All background checks with activity present will be reviewed by the Diocese's Human Resources Department. After review, the Diocese will change the pending status to, "Eligible" or "Please see Pastor/Principal/Administrator". 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.**
- 10. 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 set at a later date.**
- 11. It is the Pastor, Principal or Administrator's responsibility to ensure that all volunteers have returned completed forms to them and have complied with the above outlined process.**

Location _____

DIOCESE OF ALLENTOWN *(For office use only)*
Lay Employee / Volunteer Background Check Authorization

THIS FORM MAY BE REPRODUCED

Full Name *(Print)* _____
(first) (middle) (last)

Address *(Current)* _____

City/State/Zip _____

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 Director of Human Resources at (610) 871-5200, Extension 204.

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

**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. A death occurs at a diocesan location or during a diocesan sponsored event.
 - 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	Director of Insurance and Real Estate, Diocese of Allentown (Team Chairman)
Gary Dvorshak, Gerald E. Flavelle	Claims/Risk Manager, Catholic Mutual, Safety, Fire Prevention & Construction Officer, Diocese of Allentown
Ronald J. Jacobs	Director of Financial Administration & Human Resources, Diocese of Allentown
Karen Messics Edward Ritter	Risk/Claims Manager, Catholic Mutual Facilities Manager, Diocese of Allentown

All other claims should be reported promptly to:
The Catholic Mutual Relief Society of America
Phone: (610) 439-7696
Fax: (610) 439-7697
Any hour of the day or night

We urge you to report all incidents or accidents to Catholic Mutual. Please contact the claims/risk manager to discuss further handling. Failure to promptly notify Catholic Mutual of losses or possible claims hinders the ability of Catholic Mutual to investigate the incident, interview potential witnesses, prepare any defense and offer appropriate assistance to alleged injured parties. (Failure to promptly notify may also forfeit your coverage for the loss.)

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, insurrection or war: either declared or undeclared; (c) hernia; (d) self inflicted injuries, suicide or attempt thereat; (e) vegetation or ptomaine poisoning unless resulting from an accident or external wound; (f) bacterial infections (except pyrogenic infections due to accidental open cuts); (g) congenital defect; (h) injuries sustained as a result of practice or participating in tackle football which is sponsored by, scheduled by, and under the supervision and control of the policyholder; (i) injuries sustained as a result of skiing, unless sponsored, scheduled and supervised by the policyholder; (j) injury or sickness for which Workers' compensation or other similar occupational benefits are available; (k) any loss sustained or contracted on the advice of a physician; (l) injuries sustained as a result of operating, riding in or on, entering into, alighting from or being struck by a motorized engine driven 2 or 3 wheel vehicle, go-cart, dune buggy, snowmobile or similar vehicle.

CLAIMS PROCEDURES

In the event of an accident: 1. Notify the school/parish immediately; 2. Secure a claim form from the school/parish; 3. Complete the claim form, sign claim form in all necessary places and remit with itemized bills to **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. The additional annual premium for this 24-hour coverage is \$58.

UNDERWRITING INSURANCE COMPANIES

This program is underwritten by Peoples Benefit Life Insurance Company, Cedar Rapids, Iowa.

PROGRAM ADMINISTRATOR

<p>This program is administered by Bollinger, Inc., 830 Morris Turnpike, Short Hills, NJ 07078. Their toll free telephone number is 1-800-526-1379.</p>
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DIOCESE OF ALLENTOWN
OFFICE OF YOUTH & YOUNG ADULT MINISTRY
47 Wiggan Street
New Philadelphia, PA 17959
(570) 277-0123

DIOCESE OF ALLENTOWN
CYO ASSISTANT COACHES FORM

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

- 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 Signature _____

Date _____

Date received in Diocesan Office _____

DIOCESE OF ALLENTOWN
Office Of Youth & Young Adult Ministry
47 Wiggan Street
New Philadelphia, PA 17959
(570) 277-0123

DIOCESE OF ALLENTOWN

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 Signature _____

Date _____

Date received in Diocesan Office _____

CYO Waiver Request Information Sheet

1. A sports waiver, if granted, is valid for one year and must be requested on an annual basis.
2. A pastor or coach who does not wish to sign the form ends the process.
3. OYYAM has final say over approval of a waiver. A waiver granted one year might be rejected the following year and vice versa.
4. Waivers are considered for the good of a program and not an individual.
5. The case for a waiver's acceptance or rejection is determined by an advisory board composed of the CYO priest directors from each district.

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?

**DIOCESE OF ALLENTOWN
SPORTS WAIVER REQUEST**

The athlete here named _____ requests a waiver to play for
_____ in lieu of the appropriately sponsoring program of
_____. The reason for this waiver is as follows . . .
_____.

I, _____, understand that by requesting this waiver for my child, agree that my child will attend some form of Religious Education (either Catholic School or CCD) in my home parish. Failure to do so revokes this waiver and the privilege to participate in CYO sports for the year. I also understand that by requesting this waiver for my child, I agree that my child will participate in the requested parish's sports program for the entire year. For example, if this waiver is requested for basketball and your child wishes to play a CYO Spring sport, it must be for the same parish he/she played basketball for. The only exception is if that parish CYO program does not offer an activity.

Approvals & Signatures

Failure of any one party to sign stops the waiver process.

Parental Signature _____	Date _____
Coach of Releasing Program _____	Date _____
Coach of Accepting Program _____	Date _____
Pastor of Releasing Program _____	Date _____
Pastor of Accepting Program _____	Date _____

OYYAM has the right to not approve a waiver. A waiver is good only for one year and must be renewed annually. Please also note that a waiver does not necessarily have to be granted even if one was granted the previous year.

For OYYAM usage only

Notations:

**CYO Merger Form
Diocese of Allentown
Office of Youth & Young Adult Ministry**

Director: Mrs. Mary Ellen Johns
CYO Administrator: Mrs. Mary Matunis
570-277-0123

47 Wiggan Street
New Philadelphia, PA 17959

In accordance with Diocesan eligibility standards, Rule A, Section 3 B; the following parishes wish to apply to their District Committee a request for a merger:

This merger is for _____ for the year 20 ____ to 20 ____
(Sport or Activity)

Reason for merger: _____

Pastor's Signatures

Parish Seals

Date _____

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

Office of Youth & Young Adult Ministry
47 Wiggan Street
New Philadelphia, Pennsylvania 17959

Mary Ellen Johns
Director

Mrs. Mary Matunis
CYO Administrator

Application for Standing Merger

In accordance with the Diocesan eligibility standards, Rule A, Section 3 B the following parishes wish to apply to their District Committee a request for a merger to last a period of five years.

This merger is for _____ for the years _____ to _____.
(Sport or Activity)

Reason for merger
(Please check)

_____ Insufficient amount of student-athletes in each of the parishes listed above to maintain separate CYO entities.

_____ Other:

By signing below, the pastors understand that the merger will stand for a period of five(5) years (renewed every 5th year ending in “0 and “5”) unless written notification is received by the District Committee prior to the start of a season or activity.

Pastors' Signatures

Parish Seals

Date _____

SUGGESTIONS FOR CELEBRATING CYO WEEK

CYO Mass

- use CYO boys and girls as lectures/cantors
- have a symbolic presentation of gifts prior to the opening prayer of the Mass-e.g. trophy, volleyball, religion award, basketball, declamation speech, etc.
- use CYO members to present the gifts at the Offertory
- use CYO prayer to install CYO members
- CYO altar servers
- 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 at doors of Church

CYO Prayer Service (instead of Mass)

- use CYO readers
- 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
- to explain CYO is more than sports
- explain what CYO programs are offered
- give out CYO calendar (if available)

CYO Service Project

- visit shut-ins
- youth helping youth
- a parish project
- environmental concerns-parish grounds or community
- 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

This blessing could be used at the beginning of an athletic event or for all the youth who participate in athletic events through out the year. This blessing asks that God may protect the athletes from injury and that they may show respect for one another.

Order of Service

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

Everyone joins hands or leader extends hands over group.

Leader: Strong and loving God, we ask that you bless these athletes
Keep them safe from all injury, fill them with respect for other athletes, and give them endurance and strength.

We ask this in Jesus' name

ALL: Amen.