



**DIOCESE OF ALLENTOWN  
CATHOLIC YOUTH ORGANIZATION (CYO)  
OFFICE OF YOUTH AND YOUNG ADULT MINISTRY  
DIOCESAN ROSTER PROCEDURES**

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