



**SECRETARIAT FOR EVANGELIZATION, EDUCATION,
AND FORMATION**

**CATHOLIC YOUTH ORGANIZATION
RULES AND GUIDELINES**

AUGUST 2021



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

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DIOCESE OF ALLENTOWN
Secretariat for Evangelization, Education, and Formation
1425 Mountain Drive North
Bethlehem, PA 18017
610-289-8900



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

May the God of mercy, the God of love, the God of peace bless each of you and all the members of your parishes and families! (JP11) As we begin this new year of Catholic Youth Organization (CYO) seasons and activities, it is important to continuously reflect on the role of CYO in the ministry of the parish, and the lives of the youth who participate. CYO is one component of a parish's comprehensive youth ministry program, and as such, provides opportunities for youth to grow in faith and understanding of the Catholic Church. As a form of youth ministry, CYO athletics and activities are often the first opportunity for a young person to become actively involved in parish life. As coaches, organizers and administrators of CYO, we must model and challenge youth to exemplify the behavior of Jesus Christ.

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

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

Being a Catholic, parish-based program, we regard active attendance at Mass, regular service activities, and participation in the faith community fundamental and foundational to the entire life of the student and family. Parents, students, coaches, administrators, and everyone connected with CYO must strive to live the truth of our faith, in such a way that we are known to be disciples and lovers of Jesus Christ.

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

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

In Christ,

A handwritten signature in black ink, appearing to read "Daniel Jones".

Daniel Jones
CYO Coordinator

A handwritten signature in black ink, appearing to read "Alexa Smith".

Alexa Smith
Director

INTRODUCTION

Diocese of Allentown Policy on Youth Sports

Effective March 31, 2005

(Updated July 2015)

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.

Throughout this handbook the terms parish and school are considered to be synonymous and interchangeable. All Catholic Schools in the Diocese operate under an association with parishes and are considered to be the same and one entity.

PROGRAM IDENTIFICATION AND SPONSORSHIP QUALIFICATIONS

Parish/School/Diocesan Sponsorship

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

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

Non-Diocesan Sponsored Programs

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

CYO REGISTRATION REQUIREMENTS

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

RULES FOR REGISTERED CYO PROGRAMS

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

CYO Rules & Guidelines include:

- Coaches Training and Certification
- Coaches have current Pennsylvania State Police Criminal Record Check (dated 2015 or later, then good for 5 years)
- Coaches have current PA Child Abuse History Certificate (dated 2015 or later, then good for 5 years)
- Coaches have current FBI Criminal Background Fingerprint Check (dated 2015 or later, if through DHS, less than 365 days old if PDE- good for 5 years)
- Coaches have Certificate from Online Mandated Reporter Training (dated 2015 or later, then good for 5 years)
- Coaches have read and signed the Diocesan Policy Regarding Alleged Sexual Abuse of Minors, dated May 2014 or later
- Coaches have read and signed the Diocesan Code of Conduct, dated June 16, 2017, going forward
- Coaches have read and signed the acknowledgement form for Child Protective Services Law Policy
- Coaches are current on reading VIRTUS training bulletins
- Completion of Diocesan Protecting God’s Children Program
- Coaches CYO Code of Conduct
- Participants CYO Code of Conduct
- Spectators CYO 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 OYYAFM.

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

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

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

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

Facility Usage by Non-Diocesan Programs

When non-diocesan sponsored or affiliated groups use diocesan facilities or property, they must sign a Facility Usage/Indemnity Agreement. The Facility Usage/Indemnity Agreement (page 8) requires the facility user to provide the diocesan location with a certificate of insurance documenting general liability coverage in the amount of \$2,000,000 per occurrence. This certificate of insurance must name your diocesan location, the Diocese, Bishop Schlert and the pastor, principal or administrator as an additional insured on the certificate and their policy. It is not adequate to obtain a certificate of insurance, which names the location only as a “certificate holder.”

This requirement would not apply if a CYO team/program invites a non-CYO team to play at a Diocesan (ie, parish, school)-owned facility. The game is “parish sponsored” and requires no LIABILITY insurance from the outside team (ie, no certificate of insurance).

DIOCESE OF ALLENTOWN
FACILITY USAGE/INDEMNITY AGREEMENT

LOCATION: _____
LOCATION is understood to include The Diocese of Allentown and Most Reverend Alfred A. Schlert, Bishop

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above-named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above-named LOCATION against and from all claims arising from the negligence or fault of the above-named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above-named LOCATION.

FACILITY USER agrees to provide a certificate of insurance to the LOCATION, which provides evidence of general liability coverage of not less than two million dollars (\$2,000,000) per occurrence. FACILITY USER also agrees to have Most Reverend Alfred A. Schlert, the Diocese of Allentown, the LOCATION and the pastor, principal or administrator named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the LOCATION by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against LOCATION.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named LOCATION for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the LOCATION by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the LOCATION, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____

CYO Mission Statement

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

CYO Vision and Philosophy

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

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

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

CYO Executive Board

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

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

The CYO Executive Board will serve in the following capacity:

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

For CYO, the Diocese of Allentown is divided between five districts, numbered 1 to 5. These districts are supervised and managed by a District Commissioner along with representatives from the District and have oversight over each of the following geographic areas:

District 1: Northampton Deanery

CYO programs and parishes within Northampton Deanery:

District Commissioner: Mr. Anthony Ephault; anthonyephault@gmail.com

District 2: Lehigh Deanery

CYO programs and parishes within Lehigh Deanery:

District Commissioner: Mr. John O'Connell; joconnell@allentowncyosports.org

District 3: Berks Deanery

CYO programs and parishes within Berks Deanery:

District Commissioner: Mr. David Jones; djones1409@gmail.com

District 4: Southern Schuylkill Deanery

CYO programs and parishes within Southern Schuylkill Deanery:

District Commissioner: Mr. Gino Youry; gdogg50@hotmail.com

District 5: Carbon Deanery and Northern Schuylkill Deanery

CYO programs and parishes within Carbon Deanery and Northern Schuylkill Deanery:

District Commissioner: Mr. Phil Liszka; phill@ptd.net

Black Out Dates

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

Holy Days/Feast Days

December 24th – Christmas Eve

December 25th – Christmas

December 26th – Day after Christmas

January 1st – Solemnity of Mary

April 14th - Holy Thursday

April 15th - Good Friday

April 16th - Holy Saturday

April 17th - Easter Sunday

All Holy Days of Obligation, in 2021 – 2022; those dates are as follows:

August 15th - Assumption

November 1st – All Saints

March 2nd – Ash Wednesday

May 26th - Ascension

We should also not play games or practice on Federal holidays:

Labor Day, September 6th

Columbus Day, October 11th

Thanksgiving Day, November 25th

Martin Luther King Day, January 17th

President’s Day, February 21st

Memorial Day, May 30th

Additional Black Out Events

Any events set annually by the Diocese, Parish, or District which involve youth are also considered blackout dates. CYO parish/school CYO administration should work in conjunction with their parish to determine these dates. The following dates are for Confirmation Retreats and other Diocesan Events where the children should be encouraged to attend with their families. These are not the only dates that may present a conflict, please be sensitive to individual parish requirements when developing schedules.

Saturday October 2, 2021 – 7th & 8th graders in District 3 – Schuylkill/Carbon

Sunday November 11, 2021 – 7th & 8th graders in District 4 & 5 – Lehigh/Northampton

Saturday December 4, 2021 – 7th & 8th graders in District 1 & 2 – Lehigh/Northampton

October 7, 2021 – Diocesan Pilgrimage to the National Shrine

March 19, 2022 – Eucharistic Congress for the Year of Real Presence

No practices, games, academic events, or any CYO activity may begin before 1:30 PM on Sundays, with the exception of special circumstances approved by the Pastor.

If a game or tournament needs to be rescheduled for a holiday weekend due to extenuating circumstance, permission from the CYO Coordinator must be granted. Permission will not be granted to reschedule any activity for a Holy Day of Obligation or religious holiday.

COACHES ELIGIBILITY REQUIREMENTS AND COACHES CLINIC

Objective

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

Rules & Regulations

1. **No person shall be given the responsibility of coaching a CYO team until he/she has attended a Protecting God's Children workshop and completed all of the necessary background checks mandated by the Diocese of Allentown (see page 74). These checks must be renewed every five (5) years.**
2. **There must be a minimum of two (2) eligible coaches rostered with all teams for safety reasons, unless otherwise stated. At least two (2) coaches must remain with the team at all times at practices and games. No practices shall begin or continue if only 1 adult coach is available.**
3. **All gyms are open to parents of participating children at all times. No team or CYO program shall have a rule which prohibits parents from being inside a gym while their child is practicing or playing.**
4. All coaches (head and assistants) must be registered in accordance with the Policy on Youth Sports.

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

5. No coach (head or assistant) shall be allowed on the bench until rostered for the respective sport.
6. 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.

7. Head coaches for grade school and middle school CYO must be 21 years of age or older. Assistant coaches for grade school and middle school CYO must be 18 years of age or older. Coaches under 21 must file an Assistant Coach Form with the District and OYYAFM. (page 84)
8. Head coaches for High School CYO must be 25 years of age or older. Assistant Coaches for High School CYO must be 21 years of age or older.
9. Student Helpers (high school students) are permitted. The head coach must submit a Student Helper Form (page 85) to the district commissioner, who in turn forwards a copy to OYYAFM. 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.
10. All coaches must be active parishioners of the parish they wish to coach or must in some way be connected to the parish/school for which they are coaching. If a coach is not a parishioner of the sponsoring program, notes indicating how he/she is connected to the parish should be attached to all roster submissions. Approval must be provided by CYO District Commissioner prior to roster being submitted.
11. Each academic year, all CYO Coaches (head coach and assistants) are required to complete the free, online Heads-Up Concussions in Youth Sports training course before coaching any CYO sport. In addition, all coaches must provide a printed copy of the certificate to OYYAFM with the team rosters for the first sport that they coach in an academic year. For each subsequent sport coached, the date of the training is to be indicated on the roster.

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

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

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

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

GUIDELINES FOR DISTRICT FINANCES

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

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

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

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

DIOCESE OF ALLENTOWN CYO CODES OF CONDUCT

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

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

Coaches Code of Conduct

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

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

| | | |
|-------------------|-------------|----------------------------|
| <u>Penalties:</u> | 1st offense | up to a 3-game suspension |
| | 2nd offense | up to a 10-game suspension |
| | 3rd offense | dismissal from CYO program |

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

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

Coach's Printed Name and Signature

Date

Participants' Code of Conduct

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

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

NO PLAYER SHALL:

1. Refuse to abide by an official's decision.
2. Be guilty of gestures indicating his/her objections to decision by officials or coaches, etc., such as throwing equipment.
3. Be guilty of inflicting any abuse upon any official for any real or imaginary wrong decision or judgment.
4. Be guilty of an abusive verbal or written attack, including social media 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 | up to a 3-game suspension |
| 2nd offense | up to a 10-game suspension |
| 3rd offense | dismissal from CYO program |

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

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

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

Participant's Name and Signature

Date

Parental/Guardian Name and Signature

Date

Spectators' Code of Conduct

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

Before the Game:

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

During the Game:

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

After the Game:

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

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

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

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

Parents' CYO Sports Pledge

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

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

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

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

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

Child's Name: _____

Parental/Guardian Name and Signature: _____

Date: _____

Parental/Guardian Name and Signature: _____

Date: _____

DIOCESAN ROSTER PROCEDURES

1. Please remember that rosters are official documents that verify who should be covered by Diocesan Insurance. They should be clear and legible and typed rather than printed.
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. All rosters should 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 allowed to complete 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 OYYAFM office by the due date indicated for each sport. **If rosters are not received by OYYAFM 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 verify that all coaches/players 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 OYYAFM.
11. The last 4 digits of the coach's social security number (and the last four digits only) are required and necessary to verify that two listings for a coach are the same person. This is also used to verify a female coach who had a name change.
12. Phone numbers of coaches must be on file. They will be used only in extreme situations. A roster is considered incomplete if there are not phone numbers for every coach.
13. Copies of completed certificate from the CDC Concussion Training and the signed Sudden Cardiac Arrest form **must** be attached to the roster for each coach the first time he/she coaches during an academic year. For each subsequent sport coached, the date of the training should be indicated on the roster.
14. When filling out a roster, please follow these guidelines:

| | |
|----------------|--|
| Eligible for: | Girls Varsity, Boys JV, Boys Biddy, etc. |
| Parish/School: | Entity that the CYO program is under |
| District #: | 1 – Northampton; 2 – Lehigh; 3 – Berks; 4 – Southern Schuylkill; 5 – Northern Schuylkill and Carbon |

DIOCESAN ROSTER ADDENDUM - CHAPERONES

For certain CYO Sports with a large number of youths such as cross country and track & field, there is often a requirement for more than two coaches per roster to comply with adult to youth ratio requirements. Therefore, adults over the age of 21 are allowed to serve as chaperones for these sports. They are not considered coaches or assistant coaches, but merely function as chaperones, helping the coaches manage the large number of youths involved.

To account for these individuals, parishes are asked to submit the Roster Addendum Form - Chaperone (found on page 24) along with their roster form. Chaperones are required to comply with all diocesan safe environment policies, and be certified by their pastor/assistant pastor as being registered members of the parish, or involved with the parish CYO program.



**DIOCESE OF ALLENTOWN
CATHOLIC YOUTH ORGANIZATION (CYO)
OFFICE OF YOUTH, YOUNG ADULT AND FAMILY MINISTRY
DIOCESAN ROSTER ADDENDUM – CHAPERONE**

Parish/Location: _____ **District:** _____

Sport: _____ **Year/Season:** _____

Name: _____ **Phone #:** _____

Name: _____ **Phone #:** _____

Name: _____ **Phone #:** _____

Name: _____ **Phone #:** _____

Name: _____ **Phone #:** _____

Name: _____ **Phone #:** _____

Name: _____ **Phone #:** _____

I certify that the above individuals are in full compliance with current Diocesan Safe Environment Protocols, consisting of the following:

- ☐ ☐ Pennsylvania State Police Criminal Record Check (Pennsylvania Access to Criminal History [PATCH]) (dated 2015 or later, then good for five (5) years)
- ☐ ☐ Pennsylvania Child Abuse History Certificate (dated 2015 or later, then good for five (5) years)
- ☐ ☐ Federal Bureau of Investigation Criminal Background Fingerprint Check (18+ years old) (dated 2015 or later, if through DHS, less than 365 days old if PDE – good for five (5) years)
- ☐ ☐ Signed Acknowledgment form for Diocese's Sexual Abuse Policy (dated May 2014 or later)
- ☐ ☐ Signed Acknowledgment form for Diocese's Code of Conduct (dated June 16, 2017, going forward)
- ☐ ☐ Protecting God's Children attendance certificate
- ☐ ☐ Certificate from Mandated Reporting Training (dated 2015 or later, then good for five (5) years)
- ☐ ☐ Acknowledgement Form for Child Protective Services Law Policy

Head Coach's Signature: _____ **Date:** _____

Priest's Signature: _____ **Date:** _____

Parish Seal:

ELIGIBILITY STANDARDS

Grades K-8

Rule A

- Section 1 All boys and girls who are registered members of the parish they wish to represent, must be given an opportunity to participate in any sport or activity. Participants must uphold the religious and academic standards of said parish. If they become 15 years of age before the date listed in Rule A, Section 2, they are ineligible. Students who have been promoted from the eighth grade are also ineligible.
- Section 2 All sports: September 1
- Section 3 A. Any boy/girl who attends a parish school or diocesan school, regardless of religious affiliation, may participate in the Diocesan CYO Programs for said school, or any boy/girl may choose to participate in Diocesan CYO Programs for his/her own parish or merged parish. **They may NOT play for both, and must stay within that program for the entire year.**
- The Catholic child must be a practicing Catholic, attending Sunday Mass and Religious Education weekly or a Youth Ministry Program if no Religious Education is offered. The inclusion of non-Catholic students enrolled in a RCIA program is at the discretion of the Pastor.
- B. Parishes wishing to merge for a particular sport or activity must file a written request signed by the Pastors or their designated representative, with the parish seal affixed, to the District Board for submission to OYYAFM.
- C. In consolidated schools (more than one parish) with only one parish CYO team, members of said parish and said school are eligible to participate in sports activities for the parish CYO team. Mergers will be needed to include any others on said team.
- Section 4 A. Any boy/girl participating in Diocesan CYO Programs who maintains the same home address but transfers to a new parish/school for the purpose of athletics and/or as a result of recruiting, is ineligible to participate in that sport for one year.
- B. Any participant, in the 7th & 8th grades transferring to a new parish/school is ineligible to participate for the new parish/school CYO for a 1-year period. A direct request to the Diocese CYO Coordinator can be made for eligibility, but must be made 30 days prior to the official start of the season.
- C. Any student transferring to a new school or parish during a school year is ineligible for participation in CYO activities at the new parish/school after rosters have been frozen, in the 7th & 8th grade varsity and High School Levels.
- D. Recruiting of players under any circumstances is prohibited. Coaches and players involved in recruiting are permanently ineligible for CYO.
- Section 5 Any student who is legally homeschooled is permitted to play for their parish team or for a school team that their home parish would feed into provided that their home parish is located within the boundaries of the Diocese of Allentown.

- Section 6 In all Districts, all parishioners are eligible to participate in all CYO activities. Parishioners can participate for their CYO team and other school teams during the same season.
- Section 7 **All** players who participate on a CYO team (regardless of what school they attend) must be recorded in the official scorebook (as verified by the game official), and attend, at least two-thirds of the scheduled games in order to participate in District or Diocesan playoffs, notwithstanding injury or illness. All players must have the following information recorded in the official scorebook for each game: first name, last name, and jersey number. Official scorebooks must be available for review at any time by CYO diocesan/district personnel.
- Section 8 If a player chooses to attend any game or event connected to their non-CYO team during District or Diocesan playoffs, they will be ineligible to participate for the duration of the CYO post-season, only when a conflict arises between the two teams. The CYO team and schedule will take precedence. **A player who chooses to attend their non-CYO team event will forfeit their CYO eligibility for the remainder of the CYO season.**
- Section 9 One may protest a violation of Eligibility Standards. Refer to Rule E (Protests)
- Section 10 All participants in Diocesan CYO Athletic Programs should be covered by hospitalization insurance. Diocesan insurance is a secondary coverage. In case the participant is not currently insured, the diocesan insurance becomes the primary insurance.
- Section 11 The Diocese of Allentown, acting in its sole and absolute discretion, retains the ultimate decision-making authority concerning who will be allowed, and who will not be allowed, to participate in Diocesan CYO programs. The Diocese of Allentown reserves the right to deny participation to any person in any CYO program, for any reason or for no reason.
- Section 12 A grandfather clause can be added to make a smooth transition due to rule changes if so agreed upon by the Diocesan CYO Executive Board.

Grades 9-12

Rule B

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

Grades K-8 and Grades 9-12

Rule C

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

| | |
|---------------|----|
| Baseball | 20 |
| Basketball | 25 |
| Track | 16 |
| Softball | 20 |
| Volleyball | 22 |
| Cross Country | 16 |

Section 2 A team or player participating in Diocesan CYO Playoffs may not participate in another League or Tournament during said playoffs, if those games conflict with any CYO playoff games. If a “player” participates in another league or Tournament and violates this rule, only the player is ineligible not the whole team.

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

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

Rule D

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

Section 2. For districts that have tournaments to decide league champion the following is applicable for Diocese tournament eligibility:

- i. The regular season champion will be awarded one of the district diocese tournament slots, usually guaranteed the 2nd slot
- ii. The winner of the district tournament will be given the 1st slot in the diocese tournament.
- iii. In the event the regular season champion and the tournament champion are the same the second place from the tournament should receive the 2nd place slot to the diocese tournament.

GAME PROTESTS

Rule E

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

ADMINISTRATIVE APPEAL

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

MERGERS AND WAIVERS

Mergers:

Rule F

For all Sports: Merger Request Procedures

All potential mergers are subject to Diocesan Eligibility regulations found in the Diocese of Allentown *CYO Rules and Guidelines* book published in August 2017.

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

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

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

Merger Request Deadlines:

Fall Sports:

August 15th. (Decision will be rendered on or before August 20th)

Winter Sports:

October 15th. (Decision will be rendered on or before October 20th)

Spring Sports:

March 15th. (Decision will be rendered on or before March 20th)

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

If merger forms are not received by the due dates noted above the merger will be denied

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

Waivers:

Rule G

For all Sports and Activities:

CYO programs must submit the completed CYO Waiver Request Information Sheet (page 86) to the District Commissioner by the following dates:

Fall Sports:
August 15th

Winter Sports:
October 15th

Spring Sports:
March 15th

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

A parent may request a waiver for their child to participate in a CYO program in another parish.

During the initial waiver process, the CYO District Commissioner needs to be consulted as to the feasibility of which parish/school program a waived individual would be allowed to attend.

Waivers are considered for the good of a program and not an individual. A CYO Sports/Activity waiver, if granted, is valid for one academic year and the child is **expected** to participate in all sports/activities during that year with the new CYO program. The waiver must be requested on an annual basis. OYYAFM has final say over approval of a waiver. A waiver granted during one academic year might be rejected the following year and vice versa.

OPEN EVENT CROSS COUNTRY

Diocesan Cross Country Meet: To be held in October

A. Eligibility

- All grade school boys and girls as in Rule A.
- All teams must submit a team roster to OYYAFM by September 15th.
- In addition to the Head Coach, each team must have rostered **1 coach/chaperone per every 10 players**. All chaperones must comply with current Diocesan safe environment requirements and be included on the Diocesan Roster Addendum - Chaperone Form (see page 25). They DO NOT need to attend the CYO coach's clinic or complete concussion and sudden cardiac arrest training.

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

Medals will be presented to the top 5 finishers in each division

A team plaque will be awarded to the 1st place team in each division, and each member of the team will receive a first place team medal.

BOYS AND GIRLS VOLLEYBALL

A. Designation

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

B. Rosters

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

C. Deadline

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

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

D. Game Rules

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

E. Playing Time

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

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

F. Diocesan Playoffs

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

G. Eligibility (See Eligibility Rules A to D)

Eligibility for **JV volleyball** is 4th, 5th and 6th grades; students in grade 4 and 5 may only play at the JV level.

Eligibility for **Varsity volleyball** is grades 6th through 8th. Parishes with specific and unique circumstance, such as a lack of participants, may petition the Diocese CYO Coordinator for 4th and 5th grade varsity eligibility. If a specific petition is granted for a player who is in 4th or 5th grade and they are listed on both JV and Varsity rosters, and they are a starter for the JV team, they can not start for the Varsity team. If that player is a Varsity starter then they shall only play Varsity sports. A 4th or 5th grader appearing on a varsity roster may not take the place of a 6th, 7th or 8th grader.

H. Dates

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

I. Videotaping

Under no circumstances may a school administrator, coach, student athlete, or spectator visually record (regardless of the medium) a contest that does not involve their CYO team. In particular, filming or videotaping for scouting purposes in any season by any party is strictly prohibited.

The purpose of such a policy is not only for the protection of our student athletes, but also to

uphold a rightly ordered perspective on competition. As members of a Catholic organization, we should seek to maximize our knowledge and ability through exceptional preparation and real-time adaptation.

GOLF

A. Designation

While the Diocese of Allentown does not offer its own Golf league, CYO programs may participate in established leagues, while adhering to CYO standards. Each participating CYO program is to designate one Adult Coordinator.

B. Rosters

Each District Commissioner must submit completed Fall rosters to OYYAFM by September 15th.

All teams will submit complete rosters with the appropriate requirements for each coach (including Concussion and Sudden Cardiac Arrest).

C. Eligibility

As a Varsity sport, only 7th & 8th grade boys and girls are able to participate. The “Eligibility Standards” section of the *CYO Rules and Guidelines* handbook must be followed. Further eligibility rules apply as per the designation of the parish CYO program and the league in which a team participates.

D. Game Rules

Rules for game play will be determined by the league in which a CYO parish program participates. Any rules or standards in contradiction with Catholic principles and values should be discussed with the CYO district Commissioner AND district Priest Chaplain.

E. Practice and Competition

Practice may not begin before August 1 for the Fall season. All practice, games, etc. must end by the first weekend in November.

Practices and competitions will be held at local public golf courses, and will be arranged by the coaches and/or District Commissioner.

There is currently no Diocesan Championship Tournament organized by the Diocese of Allentown Office of Youth, Young Adult and Family Ministry/CYO.

F. Videotaping

Under no circumstances may a school administrator, coach, student athlete, or spectator visually record (regardless of the medium) a contest that does not involve their CYO team. In particular, filming or videotaping for scouting purposes in any season by any party is strictly prohibited.

The purpose of such a policy is not only for the protection of our student athletes, but also to uphold a rightly ordered perspective on competition. As members of a Catholic organization, we should seek to maximize our knowledge and ability through exceptional preparation and real-time adaptation.

SOCCER

A. Designation

While the Diocese of Allentown does not offer its own soccer league, CYO programs may participate in established leagues, while adhering to CYO standards. Each participating CYO program is to designate one Adult Coordinator.

B. Rosters

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

Programs that offer Soccer during both the Fall and Spring Sports Seasons:

- For the Fall Sports season, all teams will submit complete rosters with the appropriate requirements for each coach (including Concussion and Sudden Cardiac Arrest).
- For the Spring Sports Season, all teams will resubmit to the District Commissioner/Diocesan CYO Office a copy of the Fall Sports rosters with the participation of each player and coach verified. In the event that a coach or player is added to a roster, a new roster will need to be completed and submitted to the Pastor for final approval and all requirements fulfilled. Upon approval, this roster will then be forwarded to the District Commissioner/Diocesan CYO Office.

Programs that offer Soccer during only one Sports Season:

- All teams will submit complete rosters with the appropriate requirements for each coach (including Concussion and Sudden Cardiac Arrest) during the season in which they participate (ie, Fall or Spring).

C. Eligibility

Eligibility rules apply as per the designation of the parish CYO program and the league in which a team participates.

D. Game Rules

Rules for game play will be determined by the league in which a CYO parish program participates. Any rules or standards in contradiction with Catholic principles and values should be discussed with the CYO district Commissioner AND district Priest Chaplain.

E. Playing Time

Reasonable efforts should be made to allow all student participants an opportunity to play during the course of scrimmages and games. CYO seeks to form youth through active participation in athletic competition.

F. Videotaping

Under no circumstances may a school administrator, coach, student athlete, or spectator visually record (regardless of the medium) a contest that does not involve their CYO team. In particular, filming or videotaping for scouting purposes in any season by any party is strictly prohibited.

The purpose of such a policy is not only for the protection of our student athletes, but also to uphold a rightly ordered perspective on competition. As members of a Catholic organization, we should seek to maximize our knowledge and ability through exceptional preparation and real-time adaptation.

BASKETBALL

A. Designation

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

B. Rosters

Each District shall submit grade school rosters to OYYAFM by December 1st.

High School and biddy development rosters are due by December 15th.

C. Deadline

All rosters once submitted are frozen and cannot be changed at the 7th & 8th grade varsity level and High School Level.

Any roster changes must be made directly to the CYO Coordinator.

Any roster change must be requested within 14 days of the date the original roster was submitted.

Rosters for the developmental leagues (K through 6th grades) and B Leagues are frozen on December 15th.

D. Eligibility

Biddy Basketball is grades 1 through 4.

JV Basketball is grades 5 and 6. For “A” league teams a maximum of three (3) 4th graders may be rostered to achieve a 12 player roster, however, no 5th or 6th grade player should be cut or placed on a “B” team to accommodate a 4th grade player.

Varsity Basketball is grades 7th and 8th. Any player who is in 6th grade and is listed on both a JV and Varsity roster and is a starter for JV Team will not be allowed to start for the Varsity team. If said player is a starter then they can only play varsity level.

High School is grades 9 through 12.

E. Game Rules

PIAA rules generally apply, except as modified by Diocesan, District or League rules.

Throughout the basketball season, referees are encouraged to only officiate two games/day across the Diocese.

F. Playing Time

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

- Only players that meet all eligibility requirements both team-specific (such as required attendance at practices) and diocesan, may be allowed to play in any game.
- Varsity
 - Coaches are encouraged to give every player an opportunity to participate in all games in some capacity. **Though not mandated, when a participant signs up for the CYO program they expect, and have the right, to play in all games.** Coaches must encourage and instruct all the young athletes if they are to have a

rewarding experience in sports.

- JV
 - All players in uniform for a game must share time equally.
 - Playing time does not need to be consecutive within a game, but should total to equal time allotted for each game at the end of each game. Not to be done over a number of games, playing time is to be equal for each game individually.
- Biddy
 - All players in uniform for a game must share time equally by the end of each game. Not to be done over a number of games, playing time is to be equal for each game individually.
 - Substitutions should be made at regular intervals.
- Infractions of the playing time policy will result in a warning for the 1st offense:
 - If witnessed by a designated representative of CYO, a warning will consist of a verbal address to the coach following the contest in question.
 - If the 1st offense is not witnessed by a designated representative of CYO, an investigation will be conducted. If it is found to be a valid offense, a warning will consist of a verbal address to the coach via a phone call. After the coach has received the warning, any subsequent verifiable offense of the playing time policy will result in a forfeit of the match and suspension of the coach.
 - A 2nd verifiable offense of the playing time policy in the same season (including playoffs) will result in a forfeit of the match for the team, two-match suspension of the coach, and the coach will need to meet with the District Commissioner and a diocesan CYO Administrative Official before coaching in the subsequent year.
- Any coach suspended from coaching a team is not eligible to be present as a fan for that CYO event.

G. Diocesan Playoffs

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

Timekeepers and scorekeepers for the Diocesan Playoffs need to be at least 16 years old. Three officials will be used at all Diocesan Playoff games.

H. Dates

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

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

J. Videotaping

Under no circumstances may a school administrator, coach, student athlete, or spectator visually record (regardless of the medium) a contest that does not involve their CYO team. In particular, filming or videotaping for scouting purposes in any season by any party is strictly prohibited.

The purpose of such a policy is not only for the protection of our student athletes, but also to uphold a rightly ordered perspective on competition. As members of a Catholic organization, we should seek to maximize our knowledge and ability through exceptional preparation and real-time adaptation.

K. Uniform Rule

The Diocese of Allentown will **NOT** adopt the PIAA uniform rule.

BASKETBALL SPORTSMANSHIP RULE

Grade School

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

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

High School

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

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

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

Protest

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

As a result:

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

THIS RULE WILL BE USED IN DIOCESAN PLAYOFF GAMES.

CHEERLEADING

1. Cheerleading is a sport which has the primary purpose of supporting and promoting spirit for the CYO activities. It also is to provide a strong foundation of cheer skills development. This means that all Cheerleading squads will act in the manner of a true sport's team and cheer at all of their team's games for the season they are rostered. Failure to do so will result in elimination for competition eligibility as "Competition-only" Squads are prohibited.
2. Designation:
Each district is to designate one Adult Commissioner for each league.
3. Eligibility:
All coaches and players must adhere to all DIOCESAN rules, guidelines, eligibility standards, program identification and sponsorship qualifications regardless of when and where they are cheering, performing or practicing.
4. Divisions:
A) Varsity: grades 8th, 7th, 6th and 5th
B) Junior Varsity: grades 6th, 5th and 4th
C) Biddy: grades 4th, 3rd, 2nd and 1st
5. Practices may not begin before:
A) FALL cheerleading: August 1st
B) WINTER cheerleading: October 20th
C) SPRING cheerleading: March 15th
6. Practices, etc. must end by:
A) FALL cheerleading: 1st weekend in November
B) WINTER cheerleading: 3rd weekend in March (exception for State playoffs)
C) SPRING cheerleading: 3rd weekend in June
7. Rosters:
A) Each District Commissioner must submit completed rosters to OYYAFM by:
1) FALL cheerleading: September 1st
2) WINTER cheerleading: December 1st
3) SPRING cheerleading: April 1st

B) All rostered coaches for a Mounting squad must have current certification from a national cheerleading organization including NCA, UCA, USG, and AACCA. As of the 2010-2011 season, NESSA will NOT be accepted. You must contact your District Cheerleading Commissioner for approval of certification from any other organization. All rostered coaches must provide proof of certification to OYYAFM with the team roster.

C) The District Cheerleading Commissioner for a Mounting Squad will indicate on the roster that all coaches listed are currently certified.

D) Coaches for a Mounting squad must renew their certification every year.

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

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

The following are strictly prohibited at all levels:

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

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

Additional Rules for Cheerleading Competition and Exhibition

DISTRICT COMPETITION & DIOCESAN FINALS ALL DIVISIONS

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

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

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

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

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

OPEN EVENT TRACK AND FIELD

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

1. Eligibility
See Eligibility Rule A
2. Age requirements:
 - A. Students must be in the 6th, 7th or 8th grade to participate
 - B. 8th grade division: no student may be 15 years of age or older before September 1st of the previous year.
 - C. 7th grade division: no student may be 14 years of age or older before September 1st of the previous year.
 - D. 6th grade division: no student may be 13 years of age or older before September 1st of the previous year.

In addition, although a separate 5th grade division is not included, 5th grade students are allowed to participate in order to fulfill roster numbers.

3. All standard CYO roster rules apply. Rosters are due to OYYAFM by April 15th.
4. In addition to the Head Coach, each team must have rostered **1 coach/chaperone per every 10 players**. All chaperones must comply with current Diocesan safe environment requirements and be included on the Diocesan Roster Addendum - Chaperone Form (see page 25). They DO NOT need to attend the CYO coach's clinic or complete concussion and sudden cardiac arrest training.
5. Any changes to the roster that have to be made the day of the meet (except for injury) must be made 30 minutes prior to the meet. These should be kept to a minimum.
5. All non-participants must remain off the field throughout the competition. Participants waiting for their event are asked to wait off the track.
6. No starting blocks or spikes will be allowed.
7. No pacing of runners allowed.
8. If there is a question regarding an event, the referee should be informed immediately.
9. Running events take precedence over field events.
10. All participants must compete on grade level only, with the exception of relays who must compete at the highest grade level of the team.
11. Any student may participate in a maximum of 4 events, but any one parish/school may enter no more than 3 participants per event, except for the 4-person relay.

12. Points will be awarded as follows:

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

EXCEPTION: Relays will only award 1st place points

13. One team trophy will be awarded within 1 (one) hour of the ending of the final event. The team with the most points overall is declared the champion.

15. Medals will be awarded for individual places 1-3 (except relays which is only 1st place)

Diocesan CYO Track & Field Events by Division

8th Grade Boys

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

7th Grade Boys

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

6th Grade Boys

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

8th Grade Girls

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

7th Grade Girls

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

6th Grade Girls

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

BASEBALL

A. Designation

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

B. Rosters

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

C. Deadline

All rosters are frozen as of April 15th.

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

D. Game Rules

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

E. Playing Time

- Only players that meet all eligibility requirements, both team-specific (such as required attendance at practices) and diocesan may be allowed to play in any game.
- Coaches must attempt to place each player in attendance on the game roster and in the batting line-up.
- A pitcher removed from the pitching position may pitch again provided that at least one batter has been put out or reached base, or a third out has been made. Other pitching regulations still apply.
- The allowance of courtesy runners in the 7th/8th grade division is a speed-up rule that may be used for the pitcher and catcher. In CYO Athletics, when requested and the umpire grants time out, the last player out who is not also a pitcher or catcher may be inserted to run for the pitcher or catcher.
- Any coach suspended from coaching a team is not eligible to be present as a fan for that CYO event.

F. Pitch Count Regulations

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

G. Eligibility

Baseball is a Varsity-level sport in the Diocese of Allentown and therefore limited to students in Grades 6, 7, and 8. Other eligibility rules as outlined in Rule A, page 21, apply.

H. Playoffs

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

I. Special Game Rules

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

J. Practice

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

K. Videotaping

Under no circumstances may a school administrator, coach, student athlete, or spectator visually record (regardless of the medium) a contest that does not involve their CYO team. In particular, filming or videotaping for scouting purposes in any season by any party is strictly prohibited.

The purpose of such a policy is not only for the protection of our student athletes, but also to uphold a rightly ordered perspective on competition. As members of a Catholic organization, we should seek to maximize our knowledge and ability through exceptional preparation and real-time adaptation.

SOFTBALL

A. Designation

While the Diocese of Allentown does not offer its own softball, CYO programs may participate in established leagues, while adhering to CYO standards. Each participating CYO program is to designate one Adult Coordinator.

B. Rosters

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

C. Deadline

All rosters are frozen as of April 15th.

D. Game Rules

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

E. Playing Time

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

E. Eligibility

See Eligibility Rules.

F. Dates

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

H. Special Game Rules

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

I. Videotaping

Under no circumstances may a school administrator, coach, student athlete, or spectator visually record (regardless of the medium) a contest that does not involve their CYO team. In particular, filming or videotaping for scouting purposes in any season by any party is strictly prohibited.

The purpose of such a policy is not only for the protection of our student athletes, but also to uphold a rightly ordered perspective on competition. As members of a Catholic organization, we should seek to maximize our knowledge and ability through exceptional preparation and real-time adaptation.

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.

DIOCESAN SPELLING BEE

Rules and Regulations

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

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

DIOCESAN DECLAMATION COMPETITION

Rules and Regulations

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

DIOCESAN ACADEMIC BOWL

Rules and Regulations

1. Format

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

2. Team Players and Substitutions

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

3. Games

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

4. Answering

- A. **Any team member is permitted to answer ONLY when recognized. They must begin their answer immediately upon being recognized.**
Any delay, as determined by the judge, will result in the question being offered to the opposing team. A bonus will be available.

B. Toss-Up Questions

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

value. The bonus will still be available.

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

C. Bonus Questions

1. Bonus questions are given to the team who answers a toss-up question correctly.
2. The team captain is the only person 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, with a total of 20 points per bonus section available through 4 questions.
- 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

The hosting District/Commissioner will assemble the appropriate number of officiating teams that include a Reader (Questioner), Judge, and Scorekeeper/Timer. The number of officiating teams will be determined by the number of participating student teams. The officiating team assigned to a particular room will remain in that room through the duration of Diocesan Academic Bowl. The officiating teams will communicate with the event coordinator. Officiating team members do not need to be volunteers from participating parishes and schools, and should not have connections with the team they are officiating.

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

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

8. Scoring and Awards

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

One award will be given to the Championship Team.

MEMORANDUM: SPORTS PROPOSALS

TO: CYO Priest Chaplains, CYO District Commissioners

FROM: Thea G. Aclo—Director, Office of Youth, Young Adult and Family Ministry
Daniel Jones--Assistant Coordinator, CYO

DATE: August 2017

RE: Sports Proposals

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

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

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

All proposals must include the following:

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

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

Please distribute this information within your district.

DIOCESE OF ALLENTOWN

CYO PARENTAL/GUARDIAN PERMISSION FORM & RELEASE

Participants Name: _____ Birth Date: _____ Gender: _____

Parent/Guardian's name(s): _____

Home phone: _____ Alternative phone: _____

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

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

As parent(s) and/or legal guardian(s), I (we) remain legally responsible for any personal actions taken by my (our) child. In consideration for my(our) child's participation, I (we) and my (our) child, agree and understand that we assume the risks inherent in the program, and with full knowledge of the risks, we, and our heirs, successors and assigns, agree to release and to hold harmless and defend the _____ Charitable Trust (school or parish name) the Diocese of Allentown, and Most Reverend Alfred A. Schlert, D.D., J.C.L., their respective charitable trusts, and the respective members, trustees, directors, officers, employees, and representatives of those entities, including chaperones, volunteers or any other representatives associated with the program (all of whom are collectively referred to as the Diocese) from claims from or related to my (our) child's participation, or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I (we) agree to compensate the Diocese for reasonable attorney's fees and expenses incurred by the Diocese in any action brought against the Diocese as a result of such injury or damage, unless such claim arises from the negligence of the Diocese.

MEDICAL MATTERS

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

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

Name & Relationship: _____ Phone: _____

Family Doctor: _____ Phone: _____

Medical Insurance Health Plan Carrier: _____

Group #: _____ I.D.#: _____

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

Form continued on the next page, signature required

MEDICAL MATTERS (CONT.)

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

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

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

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

Does child have a medically prescribed diet?:

Any physical limitations?:

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

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

MULTIMEDIA USAGE

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

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

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

Participants signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

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

Participants Name: _____ Birth Date: _____ Gender: _____

Parent/Guardian's name(s): _____

Home phone: _____ Alternative phone: _____

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

participate in this parish/school program. This activity will take place under the guidance and direction of parish/school employees and/or volunteers from _____.

(Name of parish/school)

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

As parent(s) and/or legal guardian(s), I (we) remain legally responsible for any personal actions taken by my (our) child. In consideration for my(our) child's participation, I (we) and my (our) child, agree and understand that we assume the risks inherent in the program, and with full knowledge of the risks, we, and our heirs, successors and assigns, agree to Release and to hold harmless and defend the _____ Charitable Trust (school or parish name) the Diocese of Allentown, and its Bishop or Administrator, their respective charitable trusts, and the respective members, trustees, directors, officers, employees and representatives, of those entities, including chaperones, volunteers or any other representatives associated with the program (all of whom are collectively referred to as the Diocese) from claims from or related to my (our) child's participation, or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I (we) agree to compensate the Diocese for reasonable attorney's fees and expenses incurred by the Diocese in any action brought against the Diocese as a result of such injury or damage, unless such claim arises from the negligence of the Diocese.

MEDICAL MATTERS

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

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

Name & Relationship: _____ Phone: _____

Family Doctor: _____ Phone: _____

Medical Insurance Health Plan Carrier: _____

Group #: _____ I.D.#: _____

Form continued on the next page, signature required

MEDICAL MATTERS (CONT.)

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

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

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

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

Does child have a medically prescribed diet?:

Any physical limitations?:

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

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

MULTIMEDIA USAGE

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

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

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

Participants signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

DIOCESE OF ALLENTOWN TRANSPORTATION POLICY

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

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

If a private passenger vehicle must be used, the following requirements must be met:

All individuals (employee or volunteer) driving on behalf of a parish, school or other diocesan location **MUST** complete the ***Be Smart – Drive Safe*** defensive driver training prior to performing any driving duties. The course may be accessed by clicking the CMGConnect icon in the lower right corner of the Diocesan website, www.allentowndiocese.org.

In addition, the following information must be supplied and certified by the driver in question.

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

A signed **Volunteer Driver Form** (see page 69) for each vehicle must be obtained prior to the trip. It is important to note that automobile insurance generally follows the vehicle. Therefore, if an individual (employee or volunteer) is using their personally owned vehicle for a trip, their personal auto insurance is **primary**.

An individual will be prohibited from driving if:

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

2. Loss history includes a total of three accidents and/or moving violations in the past 5 years.

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

Situations do arise where the availability of parish approved drivers for offsite activities is inadequate.

Often, the best and only solution is to have parents/guardians responsible to take and pick up the youth member from the activity site.

**DIOCESE OF ALLENTOWN
DRIVER INFORMATION FORM**

Driver

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

Vehicle That Will Be Used

| | |
|------------------------|------------------------------|
| Name of Owner _____ | Year / Make of Vehicle _____ |
| Address of Owner _____ | Model of Vehicle _____ |
| _____ | Date of Expiration _____ |
| License Plate # _____ | |

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

Insurance Information

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

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

*****Driver MUST complete the *Be Smart – Drive Safe* on-line training *****

Driving Record

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

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

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

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. 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 for a parish, school or diocesan location activity or business. I have successfully completed the BE-SMART, DRIVE SAFE on-line training. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Signature

Date

GUIDELINES FOR CERTIFICATES OF COVERAGE

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

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

*** Example***

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

In many cases, the owner of the property will require you to complete or sign an agreement for use of the property. Often times, these agreements contain a hold harmless or indemnification clause, which may expose the Diocese to additional liability. In order to evaluate all potential exposures associated with issuing a certificate of coverage, **ALL CONTRACTS, AGREEMENTS OR APPLICATIONS MUST BE SUBMITTED TO CATHOLIC MUTUAL WITH THE CERTIFICATE REQUEST.** If the owner must be named an "additional insured", this request must be made in writing. In the absence of a contract or agreement containing this request, a letter stating the requirement is sufficient.

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

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

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

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

**DIOCESE OF ALLENTOWN
REQUEST FOR LIABILITY CERTIFICATES**

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

SPONSORING PARISH/SCHOOL: _____

ADDRESS: _____

EVENT: _____

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

LOCATION (S) OF EVENT: _____

CERTIFICATE HOLDER (entity requiring the certificate)

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

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

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

APPLICATION OR CONTRACT ATTACHED ____ **NO CONTRACT REQUIRED** ____

MINIMUM AMOUNT OF COVERAGE REQUESTED:

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

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

FORWARD ORIGINAL CERTIFICATE TO: _____

E-mail address: _____

FORWARD PARISH/SCHOOL COPY TO: _____

E-mail address: _____

DIOCESE OF ALLENTOWN SAFE ENVIRONMENT PROGRAMS: BACKGROUND CHECK POLICY

September 25, 2015

Criminal background checks are required for all Diocesan, Parish and School employees.

Persons 14 years of age to 17 years of age (not yet 18 years of age) that are employees (receive pay or a stipend) are required to complete criminal background checks. Persons 14 years of age to 17 years of age (not yet 18 years of age) who are volunteers do not require any background checks.

Criminal background checks are required for all volunteers of a child care service, school or a program, activity or service responsible for a child's welfare, or volunteers having direct contact with children, including but not limited to, the following volunteer positions:

- CCD/PREP Directors, Coordinators and Teachers
- CYO Coaches, Assistant Coaches and parent supervisors
- Day Care, Pre-school & Extended Care Staff
- Coordinators of Youth Ministry and volunteer staff
- Boy Scout Leaders and Staff
- School Cafeteria Volunteers
- School & Teacher Assistants (including parent chaperones for school activities)
- Knights of Columbus Squires Recruiters & youth Program Leaders

The following three criminal background checks are required for all employees. The same three background checks are required for all volunteers of a child care service, school or program, activity or service, responsible for a child's welfare or volunteers having direct contact with children. (The only exception is for those employees who are 14 to 17 years of age; they do not have to have obtain the Federal Bureau of Investigation Criminal Background Check.)

- **Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH))
- **Pennsylvania Child Abuse History Certificate**
- **Federal Bureau of Investigation Criminal Background Fingerprint Check** (18+ years old)

These three criminal background checks are required upon hire and are required to be repeated every five (5) years, per the Commonwealth of Pennsylvania's Act 153 of 2014 and amended under Act 2015-15.

EMPLOYMENT IN DIOCESAN SCHOOLS

Prior to hire, all persons applying for employment in a Diocesan school must pay for and provide, at their interview for a school employment position, an original Pennsylvania State Police Criminal Record Check Certificate and Pennsylvania Child Abuse History Certificate and the registration ID number provided by 3M Cogent Systems when they scanned their fingerprint. The two forms and the registration ID must be less than one-year old at the time of hire. Copies must be dated and initialed by the person reviewing the originals.

NON-SCHOOL EMPLOYMENT

All non-school employees will be required to complete the following forms for processing through the Diocese of Allentown's Human Resource Department at the time of hire:

1. Diocese of Allentown Background Check Authorization Form (this form may be reproduced)
2. Pennsylvania Child Abuse History Clearance Application CY113
3. Consent/Release of Information Authorization Form for the Pennsylvania Child Abuse History Clearance
4. Form titled, ***"Directions for employees and volunteers on how to obtain a Federal Bureau of Investigation Fingerprint Criminal Background Check"*** through 3M Cogent Livescan Fingerprint Systems

The Diocese will use the Background Check Authorization form to complete and pay for the Pennsylvania Criminal History Check through the Diocese's PATCH account. This form will also be used to process the registration and payment for a Federal Bureau of Investigation Criminal Background Fingerprint Check through the 3M Cogent system. The Pennsylvania Child Abuse Application and Consent Release Authorization will be forwarded with payment to Pennsylvania's Department of Human Services for processing.

Please forward completed forms for processing to: Human Resources, Diocese of Allentown, P.O. Box F, Allentown, PA 18105-1538. If at the time of hire, an original of each of the above referenced background check documents, is presented for an employee (not volunteer certificates), they will be accepted in lieu of completing the forms if they are less than one-year old. Copies must be dated and initialed by the person reviewing the originals. This will be the process for five-year re-checks for Diocesan and Parish employees as well as school employees.

All of the above referenced forms are available on the Diocese of Allentown's website at www.allentowndiocese.org under "Youth Protection". Please see the Diocese of Allentown's ***Processing Procedures for Parish and Diocesan Employees Clearances***, and ***Background Check Frequently Asked Questions*** for more details on the process to obtain each type of check/certificate.

VOLUNTEERS

All volunteers of a child care service, school or a program, activity or service responsible for a child's welfare, or volunteers having direct volunteer contact with children are required to present:

1. An original Pennsylvania State Police Criminal Record Check document for volunteers
2. An original Pennsylvania Child Abuse History Clearance document for volunteers
3. Diocese of Allentown Background Check Authorization Form (this form may be reproduced)
4. Form titled, ***"Directions for employees and volunteers on how to obtain a Federal Bureau of Investigation Fingerprint Criminal Background Check"*** through 3M Cogent Livescan Fingerprint Systems

Please forward the ONE completed form for processing to: Human Resources, Diocese of Allentown, P.O. Box F, Allentown, PA 18105-1538.

Each of the two documents presented by the volunteer must be less than 57-months old and the original documents must be presented for copying by the Diocesan location. These documents, if processed by the volunteer for other employment purposes and do not have the "for volunteers only" restriction on the document may be accepted if less than 36 months old. The originals must be presented for copying by the Diocesan location. Copies must be dated and initialed by the person reviewing the originals.

The Pennsylvania State Police Criminal Record Check may be obtained free of charge for volunteers only through the Pennsylvania Access To Criminal History (PATCH) website at, <https://epatch.state.pa.us/Home.jsp>. The form generated from the process may only be used for volunteer purposes and is valid for 57 months. It may not be used for employment purposes. An original of the certificate must be presented and copied for acceptance to volunteer. Copies must be dated and initialed by the person reviewing the originals.

The Pennsylvania Child Abuse History Clearance may be obtained free of charge for volunteers only through the website at, <https://www.compass.state.pa.us/cwis/public/home>. The form generated from the process may only be used for volunteer purposes and is valid for 57 months. It may not be used for employment purposes. An original of the certificate must be presented and copied for acceptance to volunteer.

Upon receiving the registration ID for the 3M cogent system, the volunteer will have to go to a 3M Cogent site to have their fingerprints scanned. It will take approximately two weeks for the volunteer to receive the subsequent results through the mail. This original document must be presented to the Diocesan location. Since the Diocese paid for the fingerprint, the Diocesan location must keep the original document.

Please see the Diocese of Allentown's ***Processing Procedures for Volunteers Clearance and Background Check Frequently Asked Questions*** for more details on the process to obtain each type of check.

CRIMES BARRING OR LIMITING EMPLOYMENT

The Diocese of Allentown follows the regulations from Act 24 of 2011 regarding crimes barring or limiting employment. Those individuals whose background checks indicate a conviction for the following crimes will be barred from further employment or volunteer activity:

1. Relating to Criminal Homicide
2. Relating to Aggravated Assault/Battery
3. Relating to Stalking
4. Relating to Kidnapping
5. Relating to Unlawful Restraint
6. Relating to Luring a Child into a Motor Vehicle or Structure
7. Relating to Rape
8. Relating to Sexual Assault or Statutory Sexual Assault
9. Relating to Involuntary Deviate Sexual Intercourse
10. Relating to Institutional Sexual Assault
11. Relating to Aggravated Indecent Assault or Indecent Assault
12. Relating to Indecent Exposure
13. Relating to Sexual Intercourse with an animal
14. Relating to Incest
15. Relating to Concealing the death of a child
16. Relating to Endangering the Welfare of Children
17. Relating to Dealing in Infant Children
18. Relating to Prostitution
19. Relating to Obscene and other Sexual Materials and Performances
20. Relating to Corruption of Minors
21. Relating to Sexual Abuse of Children
22. Relating to Unlawful Contact with Minor
23. Relating to Solicitation of Minors to Traffic Drugs
24. Relating to Sexual Exploitation of Children

25. A felony under the "Controlled Substance, Drug, Device and Cosmetic Act."
26. Any offense similar in nature to any of those crimes listed above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

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

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

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

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

It is the Pastor/Principal/Administrator's responsibility to review the final disposition concerning employability via the online database.

All Pastors/Principals/Administrators must be aware that an employee's or volunteer's status may change.

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

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

This is Catholic Mutual's Telephone Number.

It has a 24-hour answering service connected to the line.

Please press 1 if you get voice mail and your call will be forwarded to an answering service.

INFORM THE OPERATOR THAT YOU HAVE AN EMERGENCY
and your message will be forwarded to the Emergency Response Team immediately.

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

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

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

Emergency Response Team Members are:

Kelly C. Bruce, A.R.M. - Team Chairman

Director of Insurance and Real Estate, Diocese of Allentown

Robert W. Hahn, A.R.M. - Claims/Risk Manager, Catholic Mutual Group

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

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

Edward Ritter - 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

DIOCESE OF ALLENTOWN STUDENT AND ATHLETIC ACCIDENT PROGRAM – 2020-2021

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

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

DEFINITIONS:

USUAL AND CUSTOMARY EXPENSE(S) - Means an amount(s) that:

- (1) Does not exceed the usual cost for similar treatment, services or supplies in the locality in which it is incurred; or for a Hospital room and board charge other than for stay in an intensive care unit, does not exceed the Hospital's most common charge for semi-private room and board or the fee set by the workers' compensation insurance fee schedule, if applicable; and
- (2) Does not include charges that would not have been made if no insurance existed and
- (3) Does not exceed the cost of a generic drug, if available. We will only pay up to seventy-five percent (75%) of a non-generic drug if a generic drug is available.

COVERED INJURY - Means bodily injury directly caused by Accidental means which is independent of all other causes, results from a Covered Accident, occurs while the Insured is insured under this Policy and participating in a Covered Activity, and results in a Covered Loss.

HOSPITAL - Means an institution which:

- (1) Operates pursuant to law;
- (2) Primarily and continuously provides medical care and treatment to sick and injured persons on an inpatient basis;
- (3) Operates facilities for medical and surgical diagnosis and treatment by or under the supervision of Physicians; and
- (4) Provides 24-hour nursing service by or under the supervision of registered graduate nurses (R.N.).

PHYSICIAN - Means a person who is:

- (1) A doctor of medicine, osteopathy, psychology or other legally qualified practitioner of a healing art that we recognize or are required by law to recognize
- (2) Licensed to practice in the jurisdiction where care is being given
- (3) Practicing within the scope of that licenses and
- (4) Not related to the Insured by blood or marriage.

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

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

Surgery - covered up to the Usual and Customary charge.

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

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

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

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

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

GENERAL EXCLUSIONS AND LIMITATIONS - A loss will not be a Covered Loss if it is caused by, contributed to, or results from:

- (1) Suicide or intentionally self-inflicted injury or any attempt at intentionally self-inflicted injury.
- (2) War or any act of war, whether declared or undeclared.
- (3) Involvement in any type of active military service.
- (4) Illness or disease, regardless of how contracted; medical or surgical treatment of illness or disease; or complications following the surgical treatment of illness or disease; except for Accidental ingestion of contaminated foods.
- (5) Participation in the commission or attempted commission of any felony;
- (6) Being intoxicated while operating a motor vehicle (a) An Insured will be conclusively presumed to be intoxicated if the level of alcohol in his or her blood exceeds the amount at which a person is presumed, under the law of the locale in which the Accident occurred, to be intoxicated, if operating a motor vehicle. (b) An autopsy report from a licensed medical examiner, law enforcement officer reports, or similar items will be considered proof of the Insured ' s intoxication.
- (7) Being under the influence of any prescription drug, controlled substance, or hallucinogen, unless such prescription drug, controlled substance, or hallucinogen was prescribed by a Physician and taken in accordance with the prescribed dosage.
- (8) Travel or flight in any aircraft except as a fare-paying passenger on a regularly scheduled charter or commercial flight.
- (9) Participation in any team sport or any other athletic activity unless mentioned in the Covered Activities.
- (10) A cardiovascular event or stroke caused by exertion prior to or at the same time as an Accident.
- (11) Participation in any team sport or any other athletic activity unless mentioned in the Covered Activities.
- (12) Any condition for which the Insured is entitled to benefits under any Workers ' Compensation Act, No Fault Auto Coverage or similar law.
- (13) The Insured riding in or driving any type of motor vehicle as part of a speed contest or scheduled race, including testing such vehicle on a track, speedway or proving ground.
- (14) Any loss incurred while outside the United State, its territories or Canada.

CLAIMS PROCEDURES - In the event of an Injury:

- (1) Notify the school/parish immediately;
- (2) Secure a claim form from the school/parish;
- (3) Complete the claim form, sign the claim form in all necessary places and remit with itemized bills to: **Claims Administrator, Bollinger Inc., P.O. Box 1346, Morristown, NJ 07962.**

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

UNDERWRITING INSURANCE COMPANIES - This program is underwritten by
Zurich American Insurance Company, Schaumburg, Illinois.

PROGRAM ADMINISTRATOR - This program is administered by:
Bollinger Specialty Group, 200 Jefferson Park, Whippany, NJ 07981.
Their toll free claims telephone number is 1-866-267-0092.

PREFERRED PROVIDER NETWORK - Discounts on fees for services rendered are available by using a PHCS Provider. PHCS is a nationwide network of health care providers who have agreed to accept discounted fees for their services. To find a PHCS Provider, please go to www.multiplan.com. Use of a PHCS Provider is strictly voluntary.

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

INCIDENT PROTOCOL

CYO-related Issues

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

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

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

1. Submit a completed Incident Report Form (page 83) to your parish CYO representative, who will then contact the CYO District Commissioner, for further investigation.
2. If necessary, the District Commissioner will consult with the Diocesan Office. All decisions will be made in accord with the current CYO Handbook policies and historical precedent.
3. It is the responsibility of the parish CYO representative involved in the incident to follow-up with all parties involved in the initial report, and to communicate the response and course of action taken for the incident. (Depending on the severity of the incident, and subsequent corrective action, communication may come directly from the District Commissioner or the Diocesan CYO Office.)

Medical Emergency/Injury Reporting

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

1. For all emergencies requiring immediate medical attention, call 911. Further, please contact the Emergency Response Team from Catholic Mutual @ (610) 439-7696. Further details are found on **pages 78 and 79**.
2. For all injuries, an incident report form should be completed within 48 hours of injury, and submitted directly to the Diocesan CYO office at OYYAM@allentowndiocese.org.



DIOCESE OF ALLENTOWN CYO INCIDENT REPORT FORM

Complete this report for all incidents/injuries. (Also, complete this report for near-miss incidents/injuries). This report is for information only. All claims should be reported immediately to Catholic Mutual Group at (610) 439-7696. Please read each question carefully and answer **all** questions as completely as you can. **Please do not leave any blanks**, unless the question does not apply.

Name of Injured Person: _____ Phone: _____

Complete address: _____

Names of Witnesses and their complete addresses and phone numbers:

Describe the Incident: (State what the individual was doing and all circumstances leading up to the incident. Try to reconstruct the chain of events leading up to the incident/injury. Be specific.)

Who was involved? _____

What took place? _____

When did it occur? Date _____ Hour of incident _____ AM PM

Where did it happen? _____

Why did it happen? _____

How did it happen? _____

Corrective Action:

1. In your opinion, was this incident preventable? Yes _____ No _____

2. If yes, state why. _____

3. What action have you taken or do you propose taking to prevent a similar incident from taking place?

Training:

Have you provided any training to prevent this incident? If not, describe training to be conducted.

Incident Investigation conducted by: _____

Signature of individual in charge _____

_____ Date report prepared

DIOCESE OF ALLENTOWN
Office of Youth, Young Adult and Family Ministry
2121 Madison Ave.
Bethlehem, PA 18017
610-289-8900

CYO ASSISTANT COACHES FORM

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

Name _____

Home Address _____

City State Zip _____

Phone # _____

CYO Program assisting with _____

CYO Activity assisting with _____

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

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

Coach's or Moderator's Name: _____

Coach's or Moderator's Signature: _____

Parish/Location: _____ District: _____

Date _____

Date received in Diocesan Office _____

DIOCESE OF ALLENTOWN
Office of Youth, Young Adult and Family Ministry
2121 Madison Ave.
Bethlehem, PA 18017
610-289-8900

CYO HIGH SCHOOL STUDENT HELPER FORM

THIS FORM IS FOR ALL HIGH SCHOOL STUDENTS UNDER AGE 18

Name of High School Student _____

Home Address _____

City State Zip _____

Phone # _____ Grade _____

CYO Program assisting with _____

CYO Activity assisting with _____

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

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

Coach's or Moderator's Name: _____

Coach's or Moderator's Signature: _____

Parish/Location: _____ District: _____

Date _____

Date received in Diocesan Office _____

CYO WAIVER REQUEST INFORMATION SHEET

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

1. Name and address of student this waiver is requested for:
2. Which parish is the student registered in? (Parish name and town)
3. Is this parish Roman Rite or Eastern Rite?
4. What school does the student attend and what is his/her grade level?
5. Did student attend this school last year? If No, what was the last year's school.
6. Does student attend Mass every Sunday in the parish he/she is registered in? If No, what reasons are given.
7. Name of the religious instructional program attended by student (either catholic school or religious education program). Has student attended this program for the entire year?
8. Was a waiver requested last year for this student? For what reason?
9. For what reason (s) is a waiver requested this year?

Please submit this request form to your District Commissioner by the date specified for each season (page 27).

KEEPING “CATHOLIC” IN CYO

CYO Mass

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

CYO Prayer Service (instead of Mass)

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

Meet the CYO Night

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

CYO Service Project (*See additional list beginning on page 94*)

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

CYO Religion Award

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

BLESSING FOR ATHLETES OR ATHLETIC EVENTS

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

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

Introduction

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

Reading

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

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

Blessing

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

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

All: Amen.

We ask this in Jesus' name

ALL: Amen.

ADDITIONAL PRAYERS FOR PRACTICES, GAMES AND OTHER EVENTS

Act of Faith

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

...

Act of Hope

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

...

Act of Love

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

Team Prayer by Coach Lou Holtz

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

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

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

Holy Spirit Prayer

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

Team Prayer by Fr. Brian Cavanaugh, TOR

God created this day for...

gain not loss,
success not failure,
positive actions not negative thoughts.

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

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

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

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

Amen.

..

Prayer to Serve God Well

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

...

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

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

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

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

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

...

The Champion Within by Dr. Denis Waitley

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

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

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

Prayer for Athletes by Thomas McNally

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

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

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

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

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

Help me play with heart and never lose heart.

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

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

Amen

Prayer for the Game of Life by Richard Cardinal Cushing

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

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

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

Amen.

Prayer for Self-Sacrifice

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

...

Additional Resources May Be Found At:

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

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

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

www.sportsleader.org

www.playlikeachampiontoday.nd.edu

RECOMMENDED FIRST AID KIT CONTENTS

General Supplies

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

Additional Supplies

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

Supplies for Individual Athletes

- Epi Pen (for allergic reactions)
- Inhalers

SERVICE PROJECTS FOR PRACTICING THE CORPORAL AND SPIRITUAL WORKS OF MERCY

Every Christian has a calling and a responsibility to serve as a living example of Jesus' teachings - to serve one another. For Christians, young and old, service should be an attitude, a way of life. It is important not only to listen and understand the Word of God, but also to apply the lessons learned, through daily life and service to others. This is essential to living as a Catholic Christian following in the footsteps of Jesus. Below is a list of suggested ways that individuals or groups can fulfill Christ's mission of mercy.

All CYO teams are asked to practice the corporal and/or spiritual works each academic year by participating in a service project. Following completion of the service project, each team is asked to complete the 'CYO Community Service Project Report (Found on Page 98)', which includes details of this service project. This report should be given to the respective parish representative, who in turn will forward it to the District Commissioner and the Diocesan CYO Office.

The Corporal and Spiritual Works of Mercy

Fulfilling the Works of Mercy for each of us is a lifelong commitment to the Gospel of Jesus Christ. Matthew 25:32-46 tells us that when we feed the hungry, give drink to the thirsty, welcome the stranger, clothe the naked, take care of the sick, and visit the imprisoned, we care for Christ himself.

The Corporal Works of Mercy recognizes the sacredness of human life. We learn through fulfilling these Works of Mercy for others that we are our brother's keeper. Our feelings of love for our fellow man must be accompanied by acts of charity.

1. Feed the hungry.
2. Give drink to the thirsty.
3. Clothe the naked.
4. Shelter the homeless.
5. Visit those in prison.
6. Comfort the sick.
7. Bury the dead.

The Spiritual Works of Mercy recognize sin, ignorance, doubt, sorrow and other human conditions where we need to reach out in faith and love to others. How many times did Jesus rebuke with love, counsel, teach and help those who did not know Him?

1. Admonish sinners.
2. Instruct the uninformed.
3. Counsel the doubtful.
4. Comfort the sorrowful.
5. Bear wrongs patiently.
6. Forgive offenses.
7. Pray for the living and the dead.

The following are examples of activities for teams and CYO programs to do to live out the Works of Mercy:

Feed the hungry –

- Donate canned goods to a food pantry.
- Have regular collections for a food pantry. Don't just give up the old stuff or what you don't like. Part with or buy some of your favorite foods to share with those less fortunate.
- Volunteer at a local soup kitchen.
- Bake cookies and send to a nursing home or Assisted Living home for a snack for the residents. (Check with the facility first for any food requirements.) Include a note telling them they are missed.
- Send homemade cookies to a student from your parish who is away at college.
- Make meals for people with someone in their family who is ill or has just passed away.
- Pick up leftovers at a local grocery store, bakery, or restaurant and deliver them to a food bank or homeless shelter.
- Take a friend out to lunch, your treat.
- Keep a list of local food banks and soup kitchens that are in your area to put in our parish vestibule or bulletin.
- Volunteer at a food bank.
- Organize a Catholic Relief Services Food Fast and donate the proceeds to CRS.
- Serve at a soup kitchen.
- Prepare and take a meal to someone in your community who is seriously ill or welcoming home a newborn.
- Help out at a Knights of Columbus or parish pancake breakfast.
- Give to or host a food drive.
- Cook meals for homebound and deliver. (Check on meal requirements)
- Assemble holiday food baskets for the needy.
- Cook and serve a meal at a homeless shelter.
- Pack care packages for service men and women.
- Bake and bring treats to emergency personnel.

Clothe the naked –

- Clean out dresser drawers and closets twice a year (beginning of each season) and take the clothes to St. Vincent de Paul or Salvation Army.
- Buy socks and underwear for people in homeless shelters.
- Send warm winter clothes - jackets, sweaters to homeless shelters. If you knit or crochet, make some hats and gloves and scarves.
- Look for baby clothes on sale or make your own and donate them to mothers who need assistance, through a pregnancy crisis shelter.
- Participate in your parish or community Giving Tree. Offer to deliver the gifts.
- Host a clothing drive and donate the items.
- Help in resale or thrift shop. • Organize the donations at a clothes closet or charity resale shop.

Pray for the Living and the Dead –

- Make a prayer list of people that you know are sick and pray for them every day.
- Pray for the people listed in the Church bulletin.
- Pray for your friends' relatives that have died. If you hear about something tragic or sad on the news, pray for the people involved.
- Make a prayer blanket or card or some object that can be given to a person who would be comforted by knowing that someone is praying for them.
- Find out some way you can assist at a local hospice or hospital.
- Pray for our seminarians and priests.

Give drink to the thirsty –

- Watch for ways to save water or keep it clean. Be environmentally aware. Use water saving gadgets in your shower or toilet.
- Set up a lemonade stand and send the proceeds to Catholic Relief Services.
- Hand out water at a race or walk that raises money for a charity.
- Give someone who is sick some Holy Water and let them know you will pray for them.
- Help someone who is "thirsting" for a friend or someone to talk to.
- Pass out water bottles to the homeless.
- Take a cold glass of water to a neighbor doing yard work.

Visit the sick –

- Send cards to friends or relatives who are sick and in the hospital. If possible, make them a homemade card and hand deliver it.
- Be part of a group that visits the sick. Many nursing homes get visitors over the holidays. Call the nursing home office and find out who doesn't get any company. Offer to visit them.
- Make or buy some note cards for parishioners in adult care facilities and leave them with stamps so they can send letters home.
- Volunteer at a hospital.
- Sit with a homebound person so their caregiver can go out.
- Shovel snow for homebound parishioners.
- Pick up donations for the St. Vincent DePaul Society.
- Visit residents at a nursing home or retirement facility.
- Help elderly sign, address and mail Christmas cards.
- Volunteer to read to the blind.
- Create a play area for the waiting room of a clinic.
- Deliver magazines and books to patients at a hospital.
- Do a craft project at a children's home.
- Play board games at a senior center.
- Read to children at a children's nursing home.

Shelter the homeless/Welcome the stranger –

- Have a garage sale of some of your furnishings that are extras and donate to Habitat for Humanity or a homeless shelter.
- Welcome parishioners at the beginning and end of mass.
- Welcome a new student.
- Send cards or gifts to new neighbors or parishioners.
- Help build a house with Habitat for Humanity.
- Let your house be a welcome place for a friend who may not have a parent home after school. (with parental permission)
- Bring in baby gifts for a new mother who is in need. Have a baby shower.

- Donate items to Catholic Charities.
- Contact the library and see if they would like some books for underprivileged children.
- Participate in the Giving Tree and adopt a family in need for Christmas and make their Christmas and yours a lot brighter.
- Send Christmas, Easter, any type of card to the servicemen overseas.
- Send a care package with special treats to an orphanage.
- Help clean up an area at a shelter.
- Decorate a shelter for the holidays.

Visit the Imprisoned –

- Learn what the Church teaches about Capital Punishment. Contact the Prison Ministry office to see what you could send to those in jail.
- Help prepare a Christmas meal or gifts for the family of a prisoner who may have few monetary resources with an imprisoned parent.
- Find a local halfway house and donate bus tokens to prisoners looking for work.
- Send phone cards to those detained in immigration centers.
- Help someone who is “imprisoned” by a disability or handicap. Be a friend or helper to them.

Comfort the Sorrowful –

- Give comfort and care to those with sick loved ones.
- Be present at wakes and funerals as a show of support.

Bury the dead –

- Call the Catholic Diocese Cemetery and ask if they need help in the fall or spring with cleanup around the cemetery grounds.
- See if there are any other ways that you can assist near the holidays. See if they need help putting flags out around Memorial Day or Veterans Day.
- Make a meal for a grieving family.
- Help a widow or widower in need with yard work or errands.
- Visit a cemetery and pray for the dead.
- Pray at an abortion clinic for the lives lost to abortion.

Instruct the Ignorant –

- If you have a special gift or talent, share it with someone else.
- Help someone learn to play a musical instrument.
- Peer tutor at school in a subject that you are good at.
- Help someone with homework in your best subject. Don’t always make it be your best friend. Share your gifts with someone you don’t know as well.

Counsel the doubtful –

- When someone comes to you for advice or just to talk about a problem, be a good listener and say a silent prayer to Jesus asking for his help in telling them the right things to do.

Admonish the Sinner/Forgive Offenses –

- If you know someone is going to do something that is risky or wrong, warn them not to do it. If they have already done it, tell them nicely that it was not a good thing to do so they will choose not to do it again.
- Remind someone who is hurting because of their sin to receive grace and forgiveness in the sacrament of reconciliation.
- Extend forgiveness to those who hurt you.

| CYO COMMUNITY SERVICE PROJECT REPORT FORM | |
|--|--|
| District: | |
| Parish Name: | |
| CYO-Sponsored Service Event: | |
| Team Affiliation (Division and Sport): | |
| Coach/Moderator name: | |
| Date of the Service Project: | |
| Number of participants (adults/youth): | |
| How much time was spent on the project: | |
| Provide the name/address of the beneficiary of the service project: | |
| Provide a description of the service project: | |
| What was the outcome of the service project? For example, what needs were addressed and what were you trying to accomplish during the project. | |
| Additional Comments: | |