

# DIOCESE OF MANCHESTER

## Diocesan Athletic Board

### Official CYO Rulebook

October 2016 Edition

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## **HISTORY**

Information culled from prior diocesan press releases indicates that the late Bishop Matthew Brady implemented the Catholic Youth Organization, C.Y.O., in the Diocese of Manchester in 1947. His purpose in establishing the CYO was to coordinate the various phases of youth activity incorporating spiritual, cultural, social, and athletic pursuits. In so doing, the program was set to promote the Church's influence upon the leisure time of Catholic young people in the Diocese. In July of 1967, the late Bishop Ernest J. Primeau restructured the youth organizations into the Diocesan Youth Department incorporating CYO, Catholic Scouting and other leisure time activities. The CYO now functions as the primary athletic component of parish activities and operates under the aegis of the Office of Faith Development.

CYO exists to complement the training and direction given to our youth by the Church. As such, the primary emphasis of the CYO has always been to support and strengthen parish-based programs in their formational mission. By engaging young people in an area of interest, specifically athletics, parishes have a unique opportunity to extend a welcoming hand into the life of the Church, to tell our youth that the community is strengthened by their participation.

CYO Athletics is governed by the Diocesan Athletic Board, a regulatory and policy making body which oversees player eligibility, tournaments, coaches' accreditation, rules clinics and all other components of the athletic program. The Board is comprised of volunteers of various backgrounds, dedicated to young people and the adults who coach them.

## **MISSION STATEMENT**

The CYO Athletic Board of the Diocese of Manchester exists to serve and promote the Church's formational mission among all youth of our Diocese. By providing athletic leagues and tournaments for young people, the Board supports parish youth ministry programs in the learning areas of sportsmanship, competitiveness, physical exercise and teamwork. By mandating Accreditation Clinics for coaches, the Board monitors the quality of adult role models by providing training in adolescent psychology and Christian ethics as well as in the practical areas of health-related issues and first-aid. In service to both the parent community and the parish community, the volunteer members of the CYO Athletic Board are dedicated to the Evangelization of our youth, open to Ecumenical collaboration and promoters of Gospel values in the particular area of their unique apostolate.

## **DIOCESAN PRAYERS**

### Basketball:

God our loving Father, we take a time out before we begin to thank you for giving us the ability and the opportunity to play this game today. We thank you by offering you the prayer of our words, actions, and attitude in this game. This game is more than a game because it expresses who and what we are. May we recognize and respect you as you come to us in our teammates who stand by us, in our fans who support us, in our coaches who teach us, in our officials who guide us, and in our competitors who challenge us to play our best. Help us overcome our fears, help us accept what is beyond our control, and help us do and be our best in this game and in the game of life, through Christ our Lord. Amen.

### Cheerleading:

God our loving Father, we take a time out before we begin to thank you for giving us the ability and the opportunity to participate in this cheerleading competition. We thank you by offering you the prayer of our words, actions, and attitude. This is more than a competition because it expresses who and what we are. May we recognize and respect you as you come to us in our teammates who stand by us, in our fans who support us, in our coaches who guide us, in our judges who evaluate us, and in our competitors who challenge us to be our best. May we see cheering as something we are called to do not only on the court, but in life. May we see cheering as a true ministry where we offer support and encouragement, as well as spirit and life to others. Help us overcome our fears, help us accept what is beyond our control, and help us do and be our best in this competition and in life, through Christ our Lord. Amen.

## **DIOCESAN CYO RULES GOVERNING COMPETITIVE ACTIVITIES**

### **A. DIOCESAN CYO GENERAL RULES**

1. The rules set forth here supersede any Deanery or parish regulations and are to be observed to assure the good order of the activities. Parishes and Deaneries may not set up local rules that are less restrictive than diocesan rules.
2. Rules can be amended or changed to remain consistent with any and all New England CYO rule changes that are placed into effect after the NHCYO Athletic Board deadline for filing rule changes.

### **3. Deanery Director Authority and Duties**

The Deanery Director will act as liaison between his/her Deanery and the Diocesan Athletic Board. In matters of rules, eligibility, and safety, s/he will assume full responsibility. Disagreements with the rulings of the Deanery Director must be handled through the Protest process described below ("Protests"). Appeals to the protest process and resulting decision can be made to the Diocesan Athletic Board as described below ("Appeals"). Direct failure to comply with the Deanery Directors' rulings will result in an Athletic Board review.

### **4. Protests**

- (a) Protests are allowed only on misapplication of rules. No protest will be permitted if it concerns an official's judgment call.
- (b) A written protest must be filed first with the Deanery Director within forty-eight (48) hours of the incident in question. An intention to protest must be made, prior to the resumption of play following the incident, by the manager or coach to the game official and entered into the official score book.
- (c) Eligibility of a player must be protested within forty-eight hours after the league game or tournament game in which the player participated.
- (d) The Deanery Director shall set up protest boards to act upon a protest within seventy-two (72) hours of receipt of the protest. The board shall consist of three completely disinterested persons, who shall be of athletic background. The Deanery Director shall notify the Diocesan CYO Athletic Board of the time and date of the protest board meeting, should the board wish to be an observer.
- (e) The results of protest at any level shall be furnished as follows:
  1. One copy to both teams involved in the protest. (Coach)
  2. One copy to both parishes involved. (Priest)
  3. One copy to the athletic board (if Deanery protest).
  4. One copy to Deanery Director (if diocesan protest).
- (f) The Athletic Board will circulate the results of protests at any level to any teams requesting same.
- (g) In a diocesan tournament, protests are handled by the Diocesan Athletic Board.  
(Refer to "Protest" above)

### **5. Suspensions (All Divisions)**

- (a) Any player banished from an official CYO game for unsportmanlike conduct is suspended from the next three CYO league/tournament games played by his/her team. Second ejection will result in season suspension

- (b) Any coach banished from an official CYO game for unsportmanlike conduct is suspended from the next three CYO league/tournament games played by his/her team. Second ejection will result in season suspension.
- (c) Any player or coach who assaults anyone before, during, or after a game will be suspended from CYO indefinitely.
- (d) The Diocesan Athletic Board will review violations.

**Note:** The official will record in the official scorebook any ejection and will submit a game report of any unsportsmanlike behavior to the appropriate Deanery director with a copy to the league president.

- (e) All ineligible contestants and all managers, coaches and directors who allow or know of ineligible contestants competing may be subject to suspension from all CYO activities. Likewise, all individuals guilty of unsportsmanlike conduct on or off the scene of any contest may be subject to like suspension..
- (f) Any adult (age 18 or over) who is ejected from any CYO event for unsportsmanlike behavior must quietly and immediately vacate the building, having no contact with any event participant.
- (g) Assaulting of or unfriendly contact with a game or CYO official will result in complete expulsion from CYO activities.
- (h) Anyone who is under suspension from any CYO event(s) shall not attend said event(s), nor be seen in any proximity to said event(s), nor engage in any communication with any event participant.
- (i) Any coach or manager found guilty of falsifying records or deliberately encouraging it shall be suspended from all CYO activities.
- (j) Recruiting: Any coach or player found to be recruiting ineligible players for the parish team will be suspended for one year. NOTE: this rule applies anytime before, during, or after the season, including tournament play.

## 6. Appeals

- (a) Protest results including disciplinary actions, may be appealed on the Deanery level to the Diocesan Athletic Board. Protests must be sent in writing to the Athletic State Athletic Board Chairman or the CYO Director within forty-eight (48) hours of the decision being appealed.
- (b) However, the Board reserves the right to refuse to consider an appeal based on the circumstances and available information.
- (c) Filed Appeals will be presented to the State Board for disposition.
- (d) Upon disposition by the Board, the appeal requester and the appropriate Deanery Director will be notified of the disposition as well as the appeal details will be entered into the Board meeting minutes.

## B. LEAGUE CLASSIFICATION

1. Leagues may be set up in the following divisions:

<u>Parish:</u>	
3 <sup>rd</sup> & 4 <sup>th</sup> grade,	Junior Mites
5 <sup>th</sup> & 6 <sup>th</sup> grade,	Mites
7 <sup>th</sup> & 8 <sup>th</sup> grade,	Cadets
Junior parish,	
Intermediate.	High School

Catholic Grammar School:

5<sup>th</sup> & 6<sup>th</sup> grade,  
7<sup>th</sup> & 8<sup>th</sup> grade.

2. Participation in basketball and cheerleading is limited to “boys only” and “girls only” teams except in 3<sup>rd</sup> and 4<sup>th</sup> grade division where co-ed basketball teams will be allowed.
3. The League Presidents will determine the number of games and the specific game brackets.
4. The selection of the coordinator of officials is up to the discretion of the State Athletic Board in collaboration with the Deanery Directors.

**C. PLAYER ELIGIBILITY**

1. Verification of a player’s age is made by official baptismal certificate, birth certificate, school or parish record, or driver’s license upon request of the Deanery Director.
2. A player may not register, compete or be publicized under an assumed name.
3. The presumption is that all players listed on a CYO Athletic Roster duly signed by the Pastor or Priest Moderator or member of the Pastoral or School Staff, meet all eligibility requirements. Any player declared ineligible shall not participate in any further games or competition. All games played, by that team at that point, will be forfeited. If the player continues to participate after being declared ineligible, the team and coach or coaches will be suspended. These same guidelines will hold true for tournament competition.
4. Age and Division – A participant must not have completed the specified school level or reached the specified age by December 31 of the playing season.
  - (a) Intermediate – Has not yet completed high school and is under 19 years of age but not under age 14.
  - (b) Junior – Under age 16 but not under age 12.
  - (c) 7<sup>th</sup> and 8<sup>th</sup> Grade – Has not yet completed eighth grade of school and is under age 15 but not under age 10.
  - (d) 5<sup>th</sup> and 6<sup>th</sup> Grade – Must be in 6<sup>th</sup> grade of school or below, and under age 13 but not under age 8.
  - (e) Catholic Grammar School – Participants must be a student at that school, must not have completed the eighth grade, and must meet the specified age guidelines for the division.
  - (f) 3<sup>rd</sup> and 4<sup>th</sup> grade – must be in 4<sup>th</sup> grade of school or below, and under age 11 but not under age 7

**5. Residence**

A participant must compete only within that parish in which s/he is actually registered or for the school s/he regularly attends on a full time basis.

- (a) Players whose parents change registration during the playing season from a territorial parish to a designated “National Parish” by virtue of the national origin of at least one parent may choose to participate for either team of the player’s choice but may only play for one of those teams.
- (b) Should a player move during the playing season, he or she may choose to play for either the current parish or the new parish, but only one, and only for the current playing season. The choice must be made on the date s/he changes parish registration and the Athletic Board notified in writing by the new coach so that roster changes may be made where applicable.
- (c) All players, regardless of age, domiciled at the parents’ or legal guardians’ home are restricted to playing only for the parish in which the parent or legal guardian is registered.

- (d) There will be a twelve - month period of ineligibility for any individual whenever parish affiliation is changed off-season without a change in residence. Exceptions will be considered on a case by case basis by submitting a waiver form obtained from the League President and approved by the receiving Parish Pastor.
- (e) If a parish is moving, closing, twinning, or being suppressed, a player from that parish may play for a different parish when the parent(s) changes parish affiliation by registering at a different parish. This rule is only for the season of transition in which the parish has moved, been twinned, closed, or suppressed. If a player waits until a year after the change of parish takes effect, the player needs to wait the twelve-month period as written above in (d).

\*\* Further interpretation (Oct. 2001) for rule 4(e): "Moving" refers to a parish church that physically changes location, and has a change of address.

Twinning, with one of the parishes moving (as defined above) or closing, means that the actual location relative to a player has changed, and, therefore, a player from the affected parish may change parish affiliation, in accordance with rule 4(e). Twinning, without one of the parishes moving or closing, means that the actual location relative to a player has not changed and rule 4(e) would not be applicable.

#### **D. TEAM FORMATION**

1. A parish/school may enter more than one team in a division.

#### **2. Combined Parish/Catholic Grammar School Teams**

- (a) Intent - This classification is to provide an opportunity for the following individuals to participate:
  1. Catholics who belong to a Parish that cannot sponsor a team due to the lack of enough players or a Parish that chooses not to sponsor a team.
  2. Catholic players who have been cut from other CYO teams after tryouts.
  3. Catholics whose parish team has reached a maximum number of 20 participants or as determined by the pastoral staff or delegate.
  4. Students who attend a school that cannot sponsor a team due to the lack of enough players or that chooses not to sponsor a team.
- (b) Eligibility - All players, Catholic and non-Catholic, in all divisions (except as noted below) residing within the Deanery boundaries. This rule does not apply to "Independent" teams or Catholic Grammar School teams. A Combined Parish Team will be allowed to draw non-Catholic players from within the territorial boundaries of the parishes combined but will only be allowed a maximum of two (2) non-Catholic players per team.
- (c) A maximum of twenty (20) players would be allowed on a Combined Parish/School team roster.
- (d) Establishment of teams - The Deanery Director in each Deanery will be responsible for monitoring the Combined Parish/School Team program.
  1. Each player will apply utilizing the appropriate form to be provided by the Deanery, insuring that all standard eligibility requirements are met.
  2. The Deanery Director shall review each application and certify the eligibility of each participant.
- (e) Miscellaneous Guidelines
  1. Game results will count in determining the league standings of all teams.
  2. The team and coaches must obtain approval from the Deanery Director before roster check.

3. Combined Parish Team Rosters must be signed by the Pastor/designee of the additional parish(s).
  4. Combined Grammar School Team Rosters must be signed by the Principal or designee of the additional parish(s).
  5. Since Catholic Grammar Schools also participate in other leagues, the above references to rules only applies to School teams when participating in the CYO Parish League.
- (f) When a Combined Parish or School basketball team is established, those Parishes/Schools may elect to form a Combined Cheerleading Team in accordance with eligibility rules.
- (g) Tournaments: Combined Parish Teams (both basketball and cheerleading) with only two combined Parishes (in accordance with the above requirements) are eligible for the New England CYO Tournaments. Combined Parish Teams with more than 2 combined Parishes (in accordance with the above requirements) are not eligible for the New England CYO Tournaments but have no restrictions at the deanery or state level.

### 3. Orthodox Community

- (a) The definition of non-Catholics excludes members of the Orthodox Community. (See paragraph 'd' below for exception)
- (b) If there is an Orthodox Community in a Deanery that wishes to enter a team into any CYO sport or event, they must abide by all the various eligibility requirements of any other parish of the Catholic Community. Participants may only be from the one Orthodox Parish and not from a combination of other Orthodox Parishes in the area. Orthodox Parish teams are allowed only 2 non Orthodox Players.
- (c) In order for an Orthodox team to represent New Hampshire in the New England CYO Tournament, **all** players must be registered at the parish and listed as such on the roster as approved before the season starts.
- (d) If there are no Orthodox Communities fielding teams in a Deanery, a member of the Orthodox Community may play for a Catholic Community team with the permission of the Deanery Director and the player fulfills all the requirements set forth in the eligibility rules for Non-Catholics to be on a Catholic parish team and will be counted as one of the two allowable non-Catholics.
- (e) Catholics cannot play on an Orthodox community team unless one parent or guardian of the participant is registered at that Orthodox parish.

### 4. Intermediate Division

- (a) High school graduates are ineligible for Parish CYO athletic teams.
- (b) Any member of a high school varsity, junior varsity, or freshman basketball team is not eligible. A member of a high school team is defined as a player who is on the high school roster or who dresses for and/or participates in games on behalf of the high school team in pre-season or at any time concurrent with the CYO season.
- (c) Intermediate teams will be granted a two week grace period after their team roster has been approved (on the regular scheduled league roster check date) to add players to the CYO roster. The addition of players is exclusively limited to only players who were members of a school team but have subsequently resigned from the school team and no longer dresses for games and does not in any way participate in games or practice scrimmages on behalf of the high school team. The player to be added must pass all of the standing eligibility requirements and his previous membership on a school team must be verifiable. The CYO coach and Parish AD are responsible for verifying the player's eligibility.

- (d) The team roster with the added player must be approved again by the same approving signatory who signed the original roster.  
All additions added to a roster under the above circumstances must be finally approved by the Deanery Director.

## **5. Independent Teams**

- (a) An independent team will not be eligible for any state competition unless they play a minimum of six (6) games with a minimum of three (3) different teams who are in an organized league in the Diocese of Manchester, NH, and must submit a list of those teams and the dates of scheduled games. Independent teams must submit their official roster for certification by January 25<sup>th</sup> of the playing season and provide copies of their score sheets to verify that they have met the preceding requirement.
- (b) No team in a Deanery that has an organized league can compete as an Independent team

## **E. NON CATHOLIC PARTICIPATION**

The basic intent of non-Catholics participating in any activity is to prevent the separation of a group of youngsters who are frequently together even though one or two of them are not of our faith. (This would deter from the true spirit of ecumenism.)

1. Parishes will be allowed a maximum of two non-Catholics per team consistent with the basic intent stated above and still meeting the requirements of age and residence. Residence must be within the territorial boundaries of said parish.
2. A parish may not cut, drop or prohibit an eligible parishioner from their team if Non-Catholics are to be rostered.
3. In a Catholic Grammar School division, any enrolled student attending the school and meeting the specified age guidelines may participate.
4. In a designated "National Parish", one parent or guardian of the participant must be of the same nationality of the parish.

## **F. ROSTERS (ALL SPORTS)**

1. Basketball – Roster maximum is 20 players
2. Cheerleading – Roster maximum is 20 players.
3. The CYO State Athletic board will conduct a roster review with Deanery officials to verify the following:
  - Roster is properly signed, timely, and entry of required data is complete.
  - Date of birth coincides with age requirement for eligibility.
  - Non-Catholic data is provided where applicable.
  - Participation form is included and complete.
4. Coaches, Assistant Coaches, and CIT's must be named on the roster before the roster can be approved. Changes to the roster after approval can only be made with the approval of the League President and the Deanery Director. Only the approved coaches are allowed to sit on the players bench during games.
4. Any omissions, questions, etc. will be referred to Deanery directors for review and action before being accepted as a participating team by the State Board. Rosters are subject to further review at anytime, as is eligibility.
5. Rosters of each team in each sport must be completed using the official roster form. Coaches must initial/sign "Code of Conduct" and "Responsibilities of a Coach" and "Rule Book Acknowledgement" pages



and submit them for approval with the roster at roster check. No official games can be played until the roster and associated documents are approved by a member of the Diocesan Athletic Board.

6. An approved official copy of the roster must be submitted to the Diocesan Athletic Board upon request.
7. The coach and a member of the Parish's Pastoral Team must sign rosters. Only original signatures will be accepted on the roster(s), as there is no way to verify photocopies of signatures. Coaches must be ASEP certified as of the date of the roster submission. (Coaches and Pastoral Staff are encouraged to check rosters against Parish records prior to signing to insure that participants are eligible).
8. Rosters for Independent Teams are to be submitted to the respective Deanery Directors **ONLY**.
9. Double Rostering:

Participants are only allowed on one CYO roster per sport unless they participate on a parish and catholic school team that are not in the same league.

- a. All other double rostering requests must be approved by the Deanery Director.
- b. The approval for double rostering can extend beyond the regular season play into Diocesan Tournaments providing that the Tournament Director of any Diocese Tournament can reasonably and fairly resolve schedule conflicts.
- c. New England Regional Tournament rules prohibit double rostering unconditionally

## **G. SPECIFIC SPORT GUIDELINES**

### **1. Basketball**

- a. (Boys and Girls, all divisions) will be regulated by the latest edition of the National Federation of State High School Associations rule book, except 7<sup>th</sup>/8<sup>th</sup> Grade Parish and School divisions shall play 7 minute periods (and 3 minute overtime periods when required) during the regular scheduled season and Deanery tournament games or where otherwise noted herein.
- b. Mite and Jr Mite League (Boys and Girls) – Full court presses, regardless of point differences, are not allowed in the first half of a regular season game.

2. **Cheerleading** – (All divisions) will be regulated by the latest edition of the National Federation Spirit Rules Book except where otherwise noted herein.

3. **Golf** – (Boys and Girls, all divisions) will be regulated by U.S.G.A. except where otherwise noted herein.

4. **Uniforms** - Teams participating in Diocesan or Deanery activities are expected to wear properly designated uniforms for the particular sport involved. These uniforms are to be worn in all League, Deanery, or Diocesan tournament games. The uniform shall denote the parish or school whom they represent

## **H. DIOCESE TOURNAMENTS**

### **1. Basketball**

- (a) Tentative dates for all tournaments will be set and published by the Diocesan Athletic Board prior to 10/30 annually.
- (b) Duration of games: each sport listed will be governed by rules as stated:

Basketball (boys and girls, all divisions, all Deanery play)- National Federation rules, with the following exception: 7<sup>th</sup>/8<sup>th</sup> Grade Parish and School divisions shall play 7 minute periods (and 3 minute overtime periods when required).

- (c) N.E. C.Y.O. Eligibility – bids will be given subject to the discretion of the Diocesan CYO Director.
- (d) The State Athletic Board will be responsible for assigning officials and providing awards.
- (e) Restrictions – No team shall play more than one game in a single day. In the event of an emergency that absolutely requires the play of two games in a single day, at least four (4) hours must elapse between games.
- (f) In accordance with NECYO rules, all state tournament games will have the following restriction: all teams with a twenty point or more lead will not use a Full-court press.
- (g) Deanery regular season games, tournament games, or extended season games cannot be scheduled in conflict with Diocesan Parish or School Tournaments and no Deanery games will be scheduled during the day of the State Championships.

## **2. Basketball Tournament Selection Criteria (All Divisions)**

- (a) The number of teams in a league that count toward Diocesan Tournament bids is determined by the total number of teams in the league that meet all eligibility requirements. Teams that are allowed to play in leagues but do not meet all eligibility requirements are considered guests of the league and do not count in the number of teams to determine a tournament bid.
- (b) The “Independent” teams may be eligible to receive bid as determined by the Diocesan Athletic Board.
- (c) The Diocesan Basketball Committee will recommend to the Board a representative number of teams from each Deanery and available Independent teams that will compete in the tournament as well as the subsequent pairings. The Athletic Board will accept or decline the recommendation by majority vote.
- (d) All play-off games determining entry to the Diocesan Tournament shall be considered part of the tournament and will be arranged and supervised by the Diocesan Athletic Board.
- (e) Catholic Grammar School Division selections will be on an invitational basis, based on record of games played. Teams must submit their official team roster by January 25<sup>th</sup> of the playing season.
- f.) 3<sup>rd</sup> and 4<sup>th</sup> grade Division – a state tournament will not be held at this level.

## **3. Golf**

- (a) Age Divisions (As of January 1 of the year of the activity)
  - Senior: under age 26
  - Intermediate: under age 19
  - Junior: under age 16
  - Cadet: under age 13
- (b) Tournament Open invitation to all residents of New Hampshire or registered members of New Hampshire golf clubs.
- (c) Tournament format: Qualifying rounds – medal play, followed by match play. Number of holes for qualifying and match play is set at the discretion of the Golf Chairperson.
- (d) Official Rules: Play will be regulated by the latest edition of the U.S.G.A. rules, unless modified by the local course rules.
- (e) Fee: An entry fee will be paid by each participant.

- (f) All rules and regulations not specified here will be governed by the General Rules of the New England CYO Athletics Advisory Board. This includes conduct and protests which will be adjudicated on the spot by the 'Advisory Board' representatives.

#### **4. Golf Selection Criteria**

Invitational, open to all NH residents. No limit to number of participants. Pairings determined by Golf Chairperson

#### **5. Cheerleading**

1. Once the decision has been made by the State Athletic Board to sponsor a Diocese Cheerleading Competition, the Cheerleading Director will determine and publish the tournament details and criteria for participation to the participating coaches. Such details will include routine logistics, order of appearance, scoring scenarios including penalty definitions and evaluation criteria's.
2. The Cheerleading Director will secure an appropriate facility upon approval of the Athletic Board
3. The Cheerleading Director will secure officials appropriate to the size of the competition and restraints of the approved budget.
4. Deanery All-Star cheerleading teams performing routines at the all-star game and related events are limited to shoulder height or below stunts. Stunts at shoulder height must be spotted.

#### **6. Cheerleading Selection Criteria**

1. To be eligible to receive an invitation to the Diocesan Cheerleading Tournament and/or New England Cheerleading Tournament, a squad must be in "good standing" within the perspective Deanery.
2. Invitational, open to all parishes and schools meeting CYO eligibility criteria. No limit on number of CYO teams invited.

#### **7. New England Regional Invitation**

The Diocesan Athletic Board reserves the right to qualify or disqualify any team representing the Diocese of Manchester, NH, from participation in a New England CYO event. Participation at the Regional CYO level is on a bid-basis and is not automatically awarded to the winner of a Diocesan tournament

#### **8. State Free Throw and three point contest**

The State Basketball Committee will recommend the rules and scheduling of these contests to the Athletic Board to be decided on by a majority vote.

### **ACCREDITATION OF COACHES**

The Diocesan Athletic Board has adopted the following policy for Accreditation of CYO Coaches. ASEP certification is required for all coaches. Completing the ASEP required courses is a one-time requirement. ASEP certification is encouraged, but not required, for coaches of Catholic School Teams that are competing in the annual Diocesan Catholic School's Basketball Tournament or State Cheerleading Competition. ASEP certification, however, is required for coaches of Catholic School teams that are participating in Diocesan CYO Leagues.

- (a) ASEP certification renewal is required yearly. Renewal consists of carefully reading and initialing page 18 of this rule book and returning it with your roster at roster check
- (b) No person should be given the responsibility of coaching a CYO team until he or she meets established standards of accreditation.

- (c) The Primary objective should be to insure that all coaches possess the qualities of Christian leadership and sportsmanship as well as a working knowledge of first aid and rules interpretation in order to guide the youth of our Diocese to responsible adulthood.
- (d) Accordingly, the Diocesan Athletic Board will require Accreditation for new coaches and CIT's prior to the start of the playing season.
- (e) In order to coach any team and to sit on the bench during any games or cheerleading competition, a coach must be at least 18 years of age (or an authorized coach in training) and have successfully completed the Diocese of Manchester's Certification process. Coaches of the Intermediate Age Division (high school age) must be at least 21 years old.
- (f) Head coaches must be active parishioners of a Catholic Church or in the Church that their team represents. Assistant Coaches and CIT's may be of various denominations.
- (g) All coaches listed on a roster, as a prerequisite for roster approval will have read the Diocese Athletic Board Official CYO Rulebook and have completed and signed the "Receipt and Acknowledgement" form found in the back of the rulebook and submitted for audit at the league's roster-check
- (h) New Coaches after 2014 listed on a roster will be required to attend the "Shield The Vulnerable" Seminar as mandated by the Parish in which the coach is a member. The individual Parish's will manage this requirement.
- (i) Coach in Training (CIT)  
This subdivision of coaches will be offered for young adults (ages 15, 16, or 17) to provide them with the opportunity to be trained in positive coaching and leadership. The qualifications are as follows:

1. Must pass ASEP accreditation
2. Must work with an ASEP certified adult coach (18 or older)
3. May choose to attend the "Not On My Watch" Seminar for Teens' (available upon request).

Restrictions:

1. No more than two (2) CIT's per team
2. CIT's will not be allowed to assume responsibility for any team at any time.
3. There must always be an ASEP certified adult present. In the event there is no ASEP certified adult present, due to any reason, the CIT would NOT be allowed to continue a game, practice, or competition.
4. CIT's must obtain endorsement from the team Head Coach and approval from the Athletic Board before the roster is approved. An application form will be made available by the Diocesan Athletic Board and must be completed by the applicant approved by a representative from the parish or school Parish or school and the sponsoring coach of the team the CIT is seeking to assist
5. CIT's will only be allowed for the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade divisions (parish or school)

## CYO COACHES CODE OF CONDUCT 2016 Edition

*“The important thing is not winning”  
but is taking part”*

*“The essential thing is not conquering  
but fighting well.”*

- I. **No Coach Shall:** At any time lay a hand upon, push, shove, strike or threaten to strike an official.
- II. **No Coach Shall:** Refuse to abide by officials’ decisions.
- III. **No Coach Shall:** Be guilty of objectionable behavior/demonstrations by throwing of equipment or any other forceful action.
- IV. **No Coach Shall:** Be guilty of personal or verbal abuse against any official for any decision or judgment.
- V. **No Coach Shall:** Be guilty of allowing his or her players to use inappropriate tactics against persons of opposing teams.
- VI. **No Coach Shall:** Be guilty of physical attack as an aggressor upon any player, official or spectator.
- VII. **No Coach Shall:** Be guilty of abusive verbal attack upon any player, official or spectator.
- VIII. **No Coach Shall:** Use profane, obscene or vulgar language in any manner, or at any time.
- IX. **No Coach Shall:** Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision, or his/her personal opinion of other coaches during the game.

Violation of this code may draw a minimum penalty of removal from a game or a maximum penalty of an indefinite suspension from all CYO athletic events.

The Diocesan CYO Athletic Board will review violations.

**Rostered Coaches Initials: \_\_\_\_\_**

## RESPONSIBILITIES OF A COACH 2015 edition

### To the Parish

The coach must assure the parish that he/she will provide equal opportunity for participation to all that indicate the desire.

The coach must inform the parish of the necessity of safety measures regarding physical examinations, proper and sufficient equipment, transportation, and adequate supervision during contests.

### To the Player

The coach is primarily responsible for the health, physical well being, safety and development of character, values, and leadership.

The coach must establish high standards of conduct and behavior and tolerate nothing else.

These high standards of the team, the parish, and the coach cannot be compromised in order to win.

The tradition of good sportsmanship must be a prime objective of everyone.

### To the Parent

The coach should assure the parent that s/he is primarily concerned with the safety and protection of their child.

That s/he is vitally interested in the development, as an individual, and a team member, of the child.

The parent should refrain from interfering during practice, or contests.

### To the Opponent

The coach should endeavor to establish the best of relationships with the other team, regardless of the degree of rivalry.

The coach should insist that his or her team shakes hands with their opponents before the contest and behave with courtesy at all times.

Good sportsmanship dictates that the opposing coach, and team, publicly demonstrates their mutual good will at the end of the game, and good manners dictate that the winning coach, and team, should make the initial overture.

### To the Officials

The coach is responsible for seeing that proper and adequate facilities for the officials are made available. A student manager should be assigned to meet, direct and escort the officials to these facilities.

In dealing with officials, the coach's approach must be business-like at all times. S/he must have self-control and sufficient emotional stability to realize that the official sees the play through impartial and unbiased eyes.

Questions regarding rules interpretation should be settled before the contest.

There should be a clear understanding regarding the procedure to be followed in an on-the-spot interpretation if necessary.

At the end of the contest the coach should confine any remarks for the official to an area, away from the players, in the open and in the presence of a CYO league or board official. Any criticism of the referee should be directed, in writing, to the president of the league and the assignor of officials for that season.

### To the Spectators

The coach must set the climate of behavior for the spectators.

The coach must demonstrate, through his/her own behavior, that s/he values self-restraint, fair play, and sportsmanlike conduct, while in no way lessening the importance of the team's winning the contest.

The coach is responsible for the conduct of the followers of his/her team and must exert every effort to assure their proper and sportsmanlike behavior.

### To Himself

A coach's actions speak louder than his/her words. At all times, the coach must be the master of the situation and not let the situation master him or her.

Sportsmanship is contagious. It is difficult for spectators to boo and hiss when they see the coach behaving with dignity, courtesy, and good manners toward the opponents and officials.

The coach must set the example in his/her dress, speech, and actions.

It is impossible for a coach to be a "do-as-I-say-but-not-as-I-do" individual.

### To the Coaching Profession

The coach must constantly strive to improve his/her knowledge and technique by attending clinics, making use of professional literature, and pursuing advanced study.

The coach should never embarrass a colleague by deliberately running up a score.

The coach should never criticize a player publicly, or in the presence of the team.

The coach must always bear in mind that s/he is a member of one of the most respected and honored professions, and refrain from actions that could be detrimental to the profession.

Coaches influence not only the conduct of the players under their direction, but also the behavior of the spectators.

The coach, because of this specialized knowledge, is the best-qualified staff member for both adult and student orientation.

In dealing with officials, the coach's approach must be businesslike at all times. S/he must have self-control and sufficient emotional stability to realize that the official sees the play through impartial and unbiased eyes.

Any question regarding rules interpretation should be settled before the contest.

At the end of a contest, the coach should confine any remarks for the official to the privacy of the dressing room. Many conferences have strict rules prohibiting any criticism of the official. Any criticism should be directed to the head of the league.

Coaches must expect high standards of behavior from their squads and tolerate nothing else. The tradition of good sportsmanship must be a prime objective of everyone.

### To the Coaches

Any athletic program must also be an educational program. Every athletic coach must be first an educator - - teacher - -coach.

Coaches teach the skills, the rules of the game, and the strategy of the game. They condition the players physically, but intellectually, socially, and emotionally, to engage in competition.

Coaches must lead by example in teaching their players respect for each other and respect for their opponents.

Coaches should also teach:

Responsibilities of a Coach (cont'd) (2015 Edition)

- (a) An understanding of what a difficult job it is to be an official.
- (b) An appreciation for the caliber of men and women who officiate.
- (c) A confidence in the integrity of officials and their non-partisan spirit.
- (d) An acceptance of official's decisions without display of irritation or anger.

**Rostered Coaches Initials:** \_\_\_\_\_



## MAINTAINING BOUNDARIES

'Maintaining boundaries' means respecting the personal space of others. Maintaining boundaries protects young athletes as well as adults. Certain ways of expressing affection are more appropriate than others; as coaches, we need to be aware of the differences and to maintain appropriate boundaries at all times.



### APPROPRIATE

- Side or shoulder-to-shoulder hugs
- Handshakes
- "High Fives"
- Verbal praise
- Pats on the shoulder, back or head (where culturally appropriate)

### INAPPROPRIATE

- Lengthy embraces; kisses
- Comments about physique or physical development
- Showing affection while in isolated areas
- Holding children over the age of 5 on your lap
- Massages; tickling; wrestling; piggy back rides

## SETTING THE TONE

It is the responsibility of the coach to exhibit professional behavior in all interactions with players, parents, other coaches, referees, and fans. Be mindful of your attitude during practices and games. You are a Catholic role model and are responsible for your behavior as well as the behavior of your players, their parents, and fans.

## COMMUNICATION TIPS

Coaches should take care when communicating with players. Remember that words, as well as actions, can easily be misinterpreted. Be sure to write as if you expect everyone to read it and to maintain appropriate boundaries in all written communications.

### DO...

- ⇒ Copy parents on all written and electronic communications
- ⇒ Communicate to all team members rather than individuals (e.g., send group emails)
- ⇒ Keep communications team-focused
- ⇒ Contact your supervisor (the pastor, principal, or CYO league president) if you receive any inappropriate correspondence
- ⇒ Consider the age of the players when deciding upon which communication method to use.



### DO NOT...

- Send text messages to individual players
- "Friend" students on Facebook
- Share details about your personal life with players

**RECEIPT AND ACKNOWLEDGMENT**  
**OFFICIAL NHCYO RULEBOOK, 2015 edition**

Please review the following information, then complete, sign, and submit this form as well as the initialed pages above to your Deanery Director at your designated league roster check. (keep copies of your signed and initialed pages for future reference)

**I acknowledge the following:**

I have received and reviewed the Diocese of Manchester's Diocesan Athletic Board Official CYO Rulebook (October, 2016 edition). I am responsible for following the rules described therein.

I understand with my initials that I am fully responsible for following the **Coaches Code of Conduct** as outlined in the Rulebook. With my initials, I agree to work to the best of my ability to uphold the policies described under the section entitled, **Responsibilities of a Coach**. I will uphold these responsibilities to my parish, my players and their parents, my fellow coaches, officials, spectators, opponents, and myself.

If I have any questions regarding the content or interpretation of the Rulebook or any other issues, I will bring them to the attention of my Deanery Director.

**Name** (please print) \_\_\_\_\_

**Team** \_\_\_\_\_ (circle one) **Basketball**    **Cheerleading**

**Division**            (check one)

\_\_\_\_\_ 3<sup>rd</sup>/4<sup>th</sup> Grade

\_\_\_\_\_ 5<sup>th</sup>/6<sup>th</sup> Grade Parish Boys

\_\_\_\_\_ 5<sup>th</sup>/6<sup>th</sup> Grade Parish Girls

\_\_\_\_\_ 5<sup>th</sup>/6<sup>th</sup> Grade School Boys

\_\_\_\_\_ 5<sup>th</sup>/6<sup>th</sup> Grade School Girls

\_\_\_\_\_ 7<sup>th</sup>/8<sup>th</sup> Grade Parish Boys

\_\_\_\_\_ 7<sup>th</sup>/8<sup>th</sup> Grade Parish Girls

\_\_\_\_\_ 7<sup>th</sup>/8<sup>th</sup> Grade School Boys

\_\_\_\_\_ 7<sup>th</sup>/8<sup>th</sup> Grade School Girls

\_\_\_\_\_ Parish Junior Boys

\_\_\_\_\_ Parish Junior Girls

\_\_\_\_\_ Parish Intermediate Boys

\_\_\_\_\_ Parish Intermediate Girls

**SIGNATURE OF COACH** \_\_\_\_\_

**DATE** \_\_\_\_\_

**All coaches listed on the roster, including assistants and CIT's must sign this form. This signed and completed form along with the initialed pages must be returned to the CYO Athletic Board at the assigned league roster-check.**

**COACHES INITIALS** \_\_\_\_\_

# DIOCESAN CYO ATHLETIC BOARD

## **DIOCESAN CYO DIRECTOR**

Charles Cook - 153 Ash Street. Manchester, NH 03105

669-3100

## **CHAIRPERSON**

Rodney Carrier

## **VICE CHAIRPERSON**

John Hurley

## **SECRETARY**

Lee Rivard

## **TREASURER**

Norm Lafond

## **AT- LARGE MEMBERS**

Dave Platts

Jim Warren

## **MANCHESTER DEANERY DIRECTOR**

Rod Carrier (Acting)

## **NASHUA DEANERY DIRECTOR**

John Hurley

## **LEAGUE PRESIDENT MEMBERS**

Rod Carrier – Mites, Manchester

Jennifer Nale – Mites, Nashua

Rich Cuvellier – Cadets, Manchester

John Hurley – Cadets, Nashua

Charlie Newton – High School, Manchester

Mike Close – High School, Nashua

## **CHAPLAIN**

Rev. Ray Ball

## **STANDING COMMITTEE CHAIRPERSONS**

Basketball- Charles Cook

ASEP (Training) – John Hurley

Cheerleading – Lee Rivard

Golf – Chuck Cook

Website – John Hurley

## **FINANCE COMMITTEE**

Charles Cook

Rod Carrier

Norm Lafond