



2023/2024

CYO COACHES HANDBOOK

Policies, Procedures & Calendar
(Revised Edition - November 7, 2023)

CYO Team Prayer

Members and coaches from both teams are to meet with officials prior to the start of each CYO Athletics event and together recite this prayer, beginning and ending with the sign of the cross.

Lord God, we thank you for bringing us together today and ask that you watch over and guide us:

Help the athletes use their talents to the fullest and remain injury-free.

Help the coaches to teach these young athletes not only about the game, but more importantly about being good Christians.

Help the game officials do their best to enforce the rules and remain fair at all times.

And help the spectators to be considerate of all players, coaches, officials and each other.

Thank you for giving all of us the opportunity to put our faith into action today.



| Letter from the Director of CYO Athletics

Dear CYO Family,

Welcome to another exciting season for CYO Athletics in Toledo and Northwest Ohio. This will be my first full season as the Director of CYO Athletics. I am eager to have things get underway and even more excited to serve my hometown. My goal is to bring focus to the benefits and achievements that CYO Athletics has seen from student-athletes, parents, and coaches in the areas of faith formation and opportunity growth.

CYO Leadership has high expectations of what we can offer each of the school and parish community members. In turn, we have similar expectations of what each school and parish CYO program can provide players and the coaches who support their daily efforts to grow and improve both on the field and in the classroom. It is my goal to always do my part to improve the student-athlete experience and provide advancement in discipleship.

Each of our member CYO programs are parish-based and, as a reminder to all stakeholders, each of our respective CYO schools and parishes are viewed as having a role in the continued role of faith-building in school, in church and in sport activities. Through athletic involvement, all participants and family members, are gifted the opportunity to grow a deeper understanding of how God has afforded us the opportunity to showcase good sportsmanship and present Christian values in a community setting. The CYO program is strongly committed in assisting the Bishop in his teachings and in the overall example set forth by Jesus Christ.

We are happy to have each of you on as part of CYO Athletics and our family of student-athletes. Attack each day in your pursuit of faith and leadership. Do so with the knowledge that you are supported by the CYO Office. **WE GOT YOUR BACK!**

Sincerely,



Mission

The Catholic Youth Organization, as a component of the Discipleship & Family Life Department within the Diocese of Toledo, assists the Bishop in his teaching mission by serving, challenging, and supporting the leaders of youth formation and education who minister in parishes and in the Diocese of Toledo.

Focus

The Catholic Youth Organization is an athletic program designed to be a character-builder for youth. The ideals of good sportsmanship and Christianity shall be our overriding influence.

CYO Athletics is viewed as a faith-building effort for participating members. Our program is an effective tool that invites, welcomes, and involves any person into the life of a faith-based community. The inter-relationship of CYO Athletics with family life, parish life, and school life is essential.

Total participation is a main goal of the CYO Athletic program. All who can be on a team also have the right to participate in the game. The young person, not the athletic activity, is our key focus.

Spiritual Formation

Stakeholders in CYO must never lose sight of the fact that this is a Catholic Organization, and that each person serves as a minister of the Catholic Church.

- The Athletic Director, as a leader in the parish, must set an example and reflect the attitude of CYO athletics as a ministry to coaches and parents.
- A coach sets the tone and gives direction to their team in the context of ministry to youth.
- A team prayer must be included as part of all games and practices. Prior to all CYO contests, competing teams and their coaches will meet and together recite the official CYO Team Prayer.
- Parish athletic directors and/or coaches are encouraged to meet with the parish pastoral leader to schedule a team Mass, Reconciliation Service, Coaches Commissioning, or other groups to benefit the growing faith of their student-athletes.

Funding

The CYO office in the Diocese of Toledo is funded by team and player fees from each sponsored sport and donations from individuals. Gate admissions are not charged for metro Toledo facilities but will continue to be collected in the Tri-Deanery and Hearthstone leagues. The “Invest In Our Youth” program is a sponsorship program in which businesses can assist the CYO funding.

CYO Staff:

- Clay Shaw – Director of CYO Athletics
- Jolene Brewer – Assistant Director of CYO Athletics
- Kathy Rakay – CYO Administrative Assistant
- CYO Chaplain – Reverend Phil Smith

CYO Advisory Committee

The committee is advisory by design and does not have decision-making authority. The term of each committee member is a two-year minimum, renewable for one additional two-year term.

Parish Athletic Director

The Parish Athletic Director is an adult leader of the parish athletic program and is organized and respected within the parish community, able to effectively communicate, mediate disputes and who cares about the well-being of kids above all else.

A. Parish Athletic Director Basic Responsibilities:

- Keep the pastor up to date with what is happening in the parish athletic program
- Promote all sports offered by the Diocesan CYO Office
- Coordinate all player registrations
- Oversee the formation and selection of all teams
- Ensure that all participants meet CYO eligibility requirements
- Establish a system for collecting and reviewing all necessary forms and waivers
- Recruit Coaches
- Meet with all coaches to review expectations, duties, and responsibilities
- Ensure all coaches have a successful criminal background check on file in Virtus
- Track all coaches to make certain that their CYO Coaching Certification is current
- Meet all deadlines set by CYO Administration
- Mediate issues that may occur with coaches, parents, and/or players
- Document in writing all coaching problems and/or concerns
- Implement an evaluation process for all coaches
- Develop a parish athletic budget each spring
- Hold coaches accountable for attending Metro Toledo CYO Mass
- Meet with parish athletic board and/or athletic commissions on a regular basis
- Adapt an Emergency Action Plan for the parish gym and other practice sites
- Communicate with the Diocesan CYO Office
- Communicate with the Parishioners

B. Parish Athletic Budget

Prior to establishing a parish CYO budget for the year, it is recommended that the parish athletic director meet with the pastoral leader to discuss financial needs and approve a final budget for the parish CYO athletic program.

A full written accounting of all parish CYO fees with a complete and up-to-date reconciliation of authorized expenses, money devoted to approved projects and that remain on hand, must be kept on file on the parish premises for ready reference, and appropriate church control. The pastoral leader must authorize any tax-exempt purchase, substantial expense, capital project or fundraising activity for the parish CYO group. Strict procedures to account for all funds coming into the hands of anyone involved in the CYO program must be established and always followed. Fundraising activities must conform to and comply with diocesan policy, procedures, and regulations, as well as local, state, and federal law and must be approved by the parish pastoral leader.

Coaches

A. Eligibility

1. All head coaches and assistant coaches must be approved by the parish pastoral leader.
2. All candidates for CYO coaching positions over the age of 18 are required to submit to and receive a favorable criminal background check every five years.
3. Any coach under the age of 24 must meet with and receive written approval from the parish pastoral leader. This letter must be kept on file at the parish office and a copy forwarded to CYO.
4. If a man coaches a girls' team, a female must be present at each CYO game and practice to supervise locker room facilities. Subsequently, if a woman coaches a boys' team, a male must be present at each CYO game and practice to supervise locker room facilities.
5. There should be an evaluation done for each coach in the CYO program at the end of each sport season with input from parents and the parish athletic board. Evaluation results should be shared with the coach in a timely fashion and steps for improvement should be outlined.
6. All head coaches and assistant coaches are required by Diocese of Toledo Policy to complete an initial CYO certification.
 - The initial course is effective for 12 months and must be followed annually with a re-certification. The initial course includes the "Protecting Youth & Those Who Serve Them" workshop on the Diocesan Policy on Response to Child Abuse and Adult Sexual Misconduct.
 - If a coach completes an approved certification program other than those offered by the CYO office and has a current certificate or permit, they must submit a copy of the certificate to the CYO Office and MUST ALSO attend the Diocesan workshop on "Protecting Youth & Those Who Serve Them", as well as a CYO re-certification session.
 - Failing to maintain a current CYO Coaches Certification status by attending an annual re-certification class, will forfeit eligibility to coach in the CYO.
 - All coaches must be presented with, and acknowledge by signing, (1) a CYO Coaches Code of Ethics form, (2) the CYO Volunteer Acknowledgement Form, and (3) the "*Standards of behavior and boundaries for all priests, deacons, religious, pastoral ministers, principals, teachers, employees, and volunteers in the Roman Catholic Diocese of Toledo*" form.

- All coaches must complete the *NFHS Concussion Awareness Course* in response to Ohio House Bill 143 and submit a Certificate of Completion when registering for certification.
- All coaches must complete the online Sudden Cardiac Arrest Course in response to Ohio Senate Bill 252 (Lindsay’s Law) by viewing the video linked on the CYO website.
- A CYO coaches lanyard will be issued from the CYO Office to any coach who satisfactorily completes all the above requirements. They will be sent to the coach after the CYO verifies the coach has a current successful criminal background check in Virtus. This name tag and lanyard MUST be worn by all CYO coaches at all games, meets and contests.
- The CYO will not accept any type of certification program which allows an individual to send in money to renew their coaching certificate.

B. Pre-Season Responsibilities

1. Must attend a CYO initial certification or re-certification class as appropriate for their standing in the program, pass a criminal background check, submit a Certificate of Completion of the online NFHS Concussion Awareness Course, submit a Certificate of Completion of the online Sudden Cardiac Arrest Awareness Course, sign the Diocesan Standards and Guidelines, Coaches’ Code of Ethics, and Volunteer Acknowledgement forms, and receive a coaching lanyard.
2. In conjunction with the Athletic Director, coaches must submit (1) the team entry form, and (2) roster form prior to their respective deadlines for that season and for that sport, (3) any special scheduling requests of which the CYO Office should be aware.

Teams meeting the team entry deadline are guaranteed a spot in the league. After deadlines, entry is on an “as-space is available” basis. Teams withdrawing from the league after the schedule has been posted forfeit the team fee owed to the CYO Office.

3. Must submit the following paperwork and required fees to the CYO Office prior to the deadline for that sport for their team to be eligible to participate in CYO Athletics.
 - For a roster to be accepted, all items must be completed (including the signature of the parish pastoral leader). The official CYO roster form or a direct form from Final Forms MUST be used. This is needed to confirm that student-athletes and coaches meet CYO eligibility.
 - Parents should pay individual player fees to the Athletic Director or coach, who should then submit one check for the entire sum.

NOTE: Both items listed under #4 MUST be turned in to the CYO Office prior to the set deadline for the sport. Failure to comply may result in forfeiture of the team’s first scheduled game. All paperwork and fees must have been submitted to and found to be complete and acceptable by the CYO Office.

4. Must submit to the parish athletic director or sports commissioner a player/parent contract for each rostered player before they are eligible to participate. This form must be signed by the player, parent, coach, and physician. A physical examination and signature from a medical examiner are required for ALL sport participants every 13 months.

Exception: if the pre-participation athletic evaluation is conducted between May 1 and June 1, the pre-participation evaluation, signed by the medical examiner, is valid for one calendar year plus the remainder of the next school year. If an athlete submits a physical form with a doctor's signature, other than the one provided by the CYO, it should be attached to the CYO form which includes the signature of a parent and all other required information.

5. Coaches must distribute, collect, and review all completed emergency medical forms before the first practice. These forms must be in the coach's possession at each game and practice. It is recommended that copies of these forms be made and that each coach carry a complete set for all team members. This is a safety issue if the head coach is late to arrive at practice or is unable to attend practice. If any special needs or medical conditions are noted by parents on the completed emergency medical form, coaches must ask the parents to explain what emergency might occur and what actions or precautions should be taken.
6. Coaches must meet with parents of their players prior to the start of each season. This could be done with the other parish teams on the same night so that parents with more than one child in the program would have only one meeting to attend. The intention of this meeting is to clearly communicate the expectations for players and parents from the view of the coach, the Athletic Director and pastoral leadership.
7. Head coaches must distribute the league schedule to all assistant coaches and team members once it is posted on the CYO website. It is the head coach's responsibility to educate all those associated with the team where they can find all pertinent information on the CYO website.

C. General Responsibilities

- Coaches must understand they are a role model to the youth on their team. Coaches are responsible for knowing and understanding the rules for the sport they are coaching and to teach these rules to their players both in the letter and in the spirit.
- Coaches are expected to conduct themselves in an orderly fashion and showcase proper bench decorum. Coaches must always set a good example for players and spectators.
- Coaches must respect the integrity and judgment of game officials. Treating officials with respect, even when not agreeing with their judgment, will serve to create a positive impression.
- Coaches should display modesty in victory and graciousness in defeat.
- Coaches are responsible for the conduct of their assistants, players, parents, and spectators.
- The greatest challenge of a youth coach is to develop the players on their team into better Christian people who will make their family and parish community proud.
- A coach must never underestimate the influence which they have on their players.

D. Transportation Liability

Coaches who, with the permission of the parish leader, transport youth athletes to an approved parish or diocesan function are not personally liable for injury or damage that may occur unless:

- a. They actively approve or participate in a specific act or omission which causes injury or damage.
- b. They later ratify a prior act of omission or another with full knowledge of the event.
- c. They are involved in willful or intentional misconduct.

If a personally owned automobile is used for any parish or diocesan related transportation purpose, it is recommended that the driver should be at least 25 years of age and provide their own bodily injury and property damage insurance and show a valid driver's license and insurance policy information to the parish leadership upon request.

Conduct and Character

A. Expected Behavior and Positive Cheering

All coaches, players, parents, spectators, and others involved with a team in the CYO program are expected to conduct themselves in an appropriate manner, teaching and guiding the youth with a sense of fair play, sportsmanship, and acceptance of winning and losing in accordance with Christian ideals and the objectives of the CYO program. ***Head coaches have the obligation to correct any assistant coaches, team members, parents, and/or spectators associated with their team for any level of foul language or misconduct.***

Examples of Unacceptable Behavior:

1. Use of profane language, gestures or physical abuse of players, coaches, opponents, or officials
2. Vandalism or the destruction of property
3. Use of alcohol, drugs, or tobacco products before, during or after contests
4. Leaving the field or court because of dissatisfaction with an official

Good sportsmanship and proper conduct are integral parts of the CYO program. Any type of cheering, yelling or other similar actions which are done in a manner to disconcert or to be derogatory toward the opposing team or a specific opponent is considered inappropriate. Cheering and other support must always be positive in nature. Cheers and encouragement should always be directed toward your team and players to do well and NOT toward an opponent to fail.

B. Discipline

1. A coach, player, parent, or spectator guilty of any flagrant or unsportsmanlike behavior will be penalized under the direction of the Director of CYO Athletics, CYO Advisory Committee, site supervisor, or parish designee.
2. The coach, player, parent, spectator, or team may be suspended from one game to the remainder of the season, or permanently, if the offense warrants further action.
3. Any CYO certified coach who allows someone else to wear his/her CYO lanyard will face suspension from the CYO program.
4. All coaches and spectators must realize that since these are parish-sponsored events which are taking place mostly at school facilities the "Safe Schools Ordinance" may be used against anyone guilty of violating it. Violations include, but are not limited to, physical contact or verbal threat to any game official, coach, participant, or spectator. Upon conviction, the person shall be guilty of a misdemeanor of the first degree.

The responsibility for the care and custody of youth rests with the CYO coach, parish athletic director and ultimately with the pastoral leader. These adults have the authority to reasonably discipline the youth.

A. Adult Behavior with Children

Fraternization between youth and those who work or volunteer with youth is prohibited. Non-permissible fraternization includes any behavior (verbal or physical) of a sexual, illegal, or age-inappropriate nature as deemed inappropriate for a particular child by the administration of the parish. This policy pertains not only to engaging in such behaviors, but also the suggestion, threat, or invitation toward such behaviors.

- a. Employees, staff, and volunteers involved in improprieties with youth will NOT be supported by the Diocese, rather the offender(s) will be prosecuted to the fullest extent of the law.
- b. The Church must be a firm defender of child's rights regardless of the alleged abuser's identity.

The relationship between the employee (volunteer) and youth must always be one of adult to child, governed by the moral standards of the Church, the legal standards of the State of Ohio and common sense. As such, the policy prohibits fraternization not only during youth activities, but at any time or any place, unless some separate (family) relationship exists.

B. Child Abuse / Neglect

It is a criminal offense for any person who has custody or control over youth to create a substantial risk to a youth's health or safety by violating any duty of care, protection, or support. Further, it is a criminal offense to punish, discipline, or restrain a youth maliciously, in an excessive or cruel manner or for a prolonged period to create a substantial risk of physical or mental harm to the youth.

Anyone who suspects that a youth is being abused or neglected must report the information to the pastor/al leader for report to an appropriate agency.

- a. **NEGLECTED:** Defined as any person under 18 years of age who is abandoned by their parents or guardian, and lacks proper parental support and care, such as necessary sustenance, education, or medical care, perhaps including an apparent lack of grooming.
- b. **ABUSED:** Defined as a youth who is suspected of being a victim of sexual contact or conduct, or one who exhibits evidence of intentional injury.

C. Gangs / Gang-Related Activity

1. The presentation of gang "identifiers" at any CYO athletic contest is prohibited. Any participant, coach or referee who is wearing anything that has been labeled against this policy will be denied the opportunity to participate.
2. Coaches who suspect a player or official in the CYO program is involved in gang activity should report their suspicions to the CYO Office.

D. Drugs, Alcohol, Tobacco, and Weapons

The use and/or possession of non-prescribed drugs, alcohol, tobacco, or a weapon, by a player, coach, official or spectator at any CYO athletic contest or practice session is prohibited. ***Coaches who discover a player in violation of this rule should notify the athlete's parents as well as the parish pastor and parish athletic director.***

A. Player Eligibility

Any boy or girl who meets the CYO eligibility requirements must be given the opportunity to participate on a CYO parish team. The philosophy of the CYO program does not include any “cutting” of children who wish to participate.

1. Elementary School or High School – All players must be members of the sponsoring parish and/or educational system of that parish to play on the parish team. A player may not participate on a parish team other than the one in which their parents or legal guardians are registered members.
2. Private Catholic School – Students enrolled in a private Catholic school are eligible.
3. Home School – All elementary students who are receiving home instruction in accordance with Ohio Revised Code are eligible as long as they are first members of the sponsoring parish to play on their parish team. A player may not participate on a parish team other than the one in which their parents or legal guardians are registered members.
4. When a parish does not have a team in a particular sport, a boy or girl from that parish may request to play on a neighboring parish team.
5. If a player’s family physically moves residences from one parish to another during a particular season, the student-athlete has the option of switching parish teams up to the midpoint of that season. Afterwards, the player must stay with their original team.
6. If parents and/or legal guardians of a player are registered members of more than one parish, the player must designate the parish in which they will compete for the current school year. This will be decided by virtue of the parish at which they play their first sport.
 - a. A player is not permitted to switch from the designated parish during the school year unless that parish does not sponsor a team in a particular sport.
 - b. This rule also pertains to a player who attends school at a parish other than the one in which his/her parents are registered members.
 - c. If a family has joined more than one parish without physically moving residences within the past twelve months, the CYO Office will review each case individually and make a final decision regarding eligibility.
7. Players may not be listed on more than one CYO team roster for a particular sport. A player who participates in a CYO contest for a team other than the one for which they are rostered will be suspended for an equal number of games for which they participated illegally and the head coach will be suspended for at least five games and the team suspended from post-season play.
8. Use of an ineligible player results in an automatic forfeit to the opposing team in all games in which the said player participated.

9. No player may play for an OHSAA or MHSAA member school team (junior high or high school) and a CYO team in the same sport during the same school year.
10. In accordance with the diocesan policy statement on gender-related matters:
 - Participation on athletic teams and extra-curricular activities will be according to the person's biological sex.
 - Uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will be according to biological sex.
 - Names and pronouns will be in accordance with the person's biological sex.

B. Grade and Age Divisions of Players

Any and all exceptions to the following division separations must be approved in writing by the Director of CYO Athletics.

Pee Wee Division

Includes athletes from 1st and 2nd grade ONLY when referring to soccer and flag football or athletes from kindergarten and 1st grade ONLY when referring to cross country.

Minor Division

Includes athletes from the 3rd and 4th grades ONLY for basketball, flag football, soccer, softball, and volleyball, or athletics from 2nd and 3rd grades ONLY when referring to cross country.

- If the player has reached his/her 11th birthday before August 1, 2023, they will not be eligible to play in the Minor division in basketball, flag football, soccer, softball and volleyball.
- If the player has reached his/her 10th birthday before August 1, 2023, they will not be eligible to participate in the Minor division for cross country.

Cadet Division

Includes athletes from the 5th and 6th grades ONLY for all sports. 4th graders are permitted to join Cadet teams for cross country, softball, and track & field with permission from the CYO Office.

- If the player has reached their 13th birthday before August 1, 2023, they will not be eligible to participate in the Cadet division.

Junior Division

Includes players from the 7th and 8th grades ONLY for all sports. 6th graders are permitted to join Junior teams for all sports with permission from the CYO Office.

- If a player has reached their 15th birthday before August 1, 2023, they will not be eligible to play in the Junior division.

High School Division

Includes players from the 9th-12th grades.

- If a player has reached their 19th birthday before August 1, 2023, they will not be eligible to play in the High School Division. No one whose class has graduated from high school may participate.

Safety Regulations

- A. ALL participants in the CYO athletic program are required to be examined by a medical examiner once a year and obtain a medical examiner's signature on a valid player/parent contract.
- B. Coaches must inspect the playing surfaces (clean floor, glass on field, etc.) prior to allowing the athletes to participate.
- C. All teams are required to carry a first aid kit with them to all games and practices.
- D. Coaches must provide access to drinking water. Coaches may never discipline players by denying them water or water breaks. Regular water breaks should be built into each practice.
- E. Coaches must be aware of necessary actions for treating injuries involving communicable diseases.
- F. Coaches must ensure that any equipment worn by a player fits properly and is used correctly.
- G. Coaches must have an "Emergency Medical Authorization Form" for each participant on their team at all activities. This must be completed and in the coach's possession before the first practice.
 - 1. In the case of illness or accident, notification of parents is required before action is taken.
 - 2. When it is impossible to notify parents before acting, the procedures agreed to by the parents on the youth's current Emergency Medical Authorization form are to be followed.
- H. Medication must not be given to any youth without written authorization by a player's parent or legal guardian. Administration of any drug without the order of the physician and permission of parent or guardian could be interpreted as practicing medicine and, therefore, prohibited by law.
- I. All coaches must have available to them at all times a cell phone in the event of emergency.
- J. Coaches must enforce that no jewelry is allowed to be worn during any CYO game or team practice.
- K. Two adults must be present at all practices. In case of an injury that requires emergency care, one person stays with the injured athlete while the other person places a call for emergency care.
- L. In the event of an injury:
 - 1. *Coaches must take time to evaluate injuries.*
 - 2. *Parents must be notified by the coach whenever an injury occurs.*
 - 3. *A player must never be allowed to re-enter a game or practice unless a coach is sure that they can perform without risk of further injury.*
 - 4. *An "Injury Report" form must be completed by the coach and submitted to the CYO Office within 24 hours of the occurrence of the injury during a game OR practice session.*
- M. Coaches, game officials and league administrators must be aware of incoming inclement weather and should follow the ***CYO Inclement Weather Guidelines for Outdoor Activities***.

- N. The CYO program will follow the procedures outlined in the National Federation High School rules for each specific sport regarding participation with a cast. It is strongly recommended that any athlete who is wearing a cast not participate until the injury is healed and the cast has been removed.
- O. Every player must be insured by a parent or legal guardian through an acceptable insurance program. The Diocese of Toledo, CYO Office and all of their agents, in no way assume responsibility for injuries sustained in games or practices.

League and Tournament Play

A. League Assignments and Schedules

- No athletic contest or practice will be scheduled to begin on Sunday prior to 1:00pm.
- Coaches must submit all scheduling requests prior to the team entry deadline for each sport. The CYO Staff will attempt to accommodate these requests when preparing the schedule.
- When a parish enters more than one team in a league, the teams will not be placed in the same division, unless there is only one division offered. A parish may request to have two teams placed in the top division. All requests will be evaluated and made by CYO Leadership. In tournament play, teams from the same parish will be placed in opposite halves of the bracket so that they could not meet until the finals.
- The only games that will be changed and/or rescheduled by the CYO Office will be those that include circumstances deemed unforeseeable and unavoidable. Should a coach request a game change and it is denied by the CYO Office, one of the following situations will be the result:
 - a. The contest will be forfeited.
 - b. If both coaches agree to re-schedule, it is the responsibility of the coach initiating the schedule change to secure a site, date, and time to which the opposing coach is agreeable.
- Some league schedules may have games listed as “TBA”. Those listed teams are not available to play on an obvious dates, times or location and must work together to arrange a game date, time and site, with results then forwarded to the CYO office.
- Parishes may sponsor tournaments before or after the season. The CYO office will not have any part in team selection, hiring of officials or running of the tournament. Coaches must still honor their signed “CYO Coaching Code of Ethics” during these “outside” tournaments. Coaches may have their coaching privileges revoked if they are found to be in violation of ethics guidelines.

B. Balanced Calendar Academic Schedule

Some elementary parish schools have adopted the *Balanced Calendar Academic Schedule*. This schedule includes fall break and spring break. The CYO office will attempt to work with parish athletic directors and coaches to work around schedule conflicts during this time.

C. Forfeits

- Any team who forfeits two consecutive games without notification may be dropped from the league and all previously played games will be considered no contest.
- **Re: Playing Up A Grade (Beginning 2023-20243)**
A player may – for one game a season – play up a grade on a different roster for the same school **ONLY** in the event of possible forfeiture for the team in need of additional players – *Basketball, Soccer, Volleyball only*. Coaches for both teams must address the appropriateness of the move and whether the student-athlete is prepared to play at a higher level in a way that is safe and in their best interest. **All requests for players to play up a grade must come to CYO Leadership by way of communication with the coach and game official and forwarded to CYO Leadership prior to the game.** The participation of an ineligible player before or without authorization will result in forfeit and possible suspension of the coach.

D. Protest Process

- The initiator of the protest must submit the written protest to the CYO Office.
- The Director of CYO Athletics will collect as much information as possible from the coaches, officials, and spectators from both sides.
- The Director of Athletics, with advice from the sport commissioner, will make a ruling.
- Should a written appeal of a decision made by the Director of CYO Athletics be submitted within five days of the Director's ruling, the matter can be reviewed by the CYO Advisory Committee.
- The CYO Advisory Committee will be contacted by the CYO Director of Athletics to be updated on the appeal. The committee may or may not request to meet with the parties involved.
- The CYO Advisory Committee will make a ruling.
- Once the CYO Advisory Committee has made a ruling, the case is closed.

E. **All Play Policy**

The CYO Advisory Committee developed an *All Play Policy* during the 2001-2002 season, implemented that policy during the 2002-2003 season, and CYO Administration has held to this policy to this day. The policy deals with participation for registered players of all CYO sports.

If a player is being disciplined by the coach for a team violation or is injured, the player and family members must be notified by the coach prior to the game (*or do their best to communicate with family members during the game if necessary*). The opposing coach should also be notified prior to the start of the contest. If it can be verified that a coach has violated the *All Play Policy* – be it once or multiple violations – that coach will face suspension (minimum of one game) and the team will forfeit all games in which the policy was not adhered to, up to and including the possibility of the conclusion of the season.

The All Play Policy is in effect for all games – regular season and in tournament play. Coaches must adhere to the “spirit” of the policy as playing time ratios are subject to roster sizes and it should be understood that playing one player the whole game while others split time is not in the player's or team's best interest.

- **Pee-Wee, Minor and Cadets:** Student-athletes are required to play the equivalent of a half of each scheduled contest for basketball, flag football, and soccer; one set for volleyball matches; 2.5 innings and must bat each inning for softball.
- **Juniors:** Student-athletes are **required to participate in both halves of a game** and for at least four consecutive minutes for basketball and soccer; three consecutive plays for flag football; two consecutive innings of fielding for softball; five consecutive points for volleyball (per set).
- **High School:** All student-athletes are guaranteed equal practice time, but are *NOT* required to play in both halves, or play the equivalent of a full half. The requirement is to play for at least four consecutive minutes for basketball; three consecutive points for volleyball (per set).

F. Game Report Forms

Coaches are asked to complete a “Game Report” form submitted electronically via the CYO website.

- a. Please DO NOT write to the Bishop, pastoral leader of the parishes involved, other coaches, until the CYO Office has been given an adequate opportunity to resolve the issue.
- b. The CYO Office will handle problems that arise and will notify the appropriate personnel when it is deemed necessary.

G. Game Officials

All officials are appointed by the CYO Office and are either licensed by the Ohio High School Athletic Association or high school students who have completed CYO training sessions. Officials are in complete charge of the game. Judgment by an official may not be protested.

Website and Social Media

The CYO website may be accessed through the diocesan site at www.toledodiocese.org/CYO and includes all necessary information for sports, special events, and administrative processes.

The handle for the CYO Facebook page is **@CYOToledo** and is managed by the CYO Staff. We encourage you to post positive stories and/or photos to this page and tag us using our handle to gain traction.

Privacy Policy

- When coaches are emailed information from the CYO Office, they will be Bcc'd so email addresses are protected from use by others.
- Contact information for coaches will NOT be provided to any fundraising companies.
- Mailing labels may be provided to outside groups for the purpose of tournaments, out-of-season leagues, camps and special youth night opportunities.
- Participants' information may be provided to the Catholic high schools to announce athletic camp information, but information will not be provided to any other outside groups.



| CYO Coaches Code of Ethics

- I realize that as the coach I set the tone and give direction to my team. My position must be viewed in the context of ministering to youth.
- I will lead my players, by example, in demonstrating the Christian values of self-restraint, fair play and sportsmanship toward my opponents and game officials.
- I understand my obligation to always maintain proper conduct because of the great potential that I have to be a positive influence on young people.
- I will encourage each player to be a responsible and active member of the team, parish, and community.
- I will place the emotional and physical well-being of my players, as well as their educational obligations, ahead of any personal desire to win.
- I will treat each player as an individual, remembering that each is at a different level of emotional, physical, spiritual, and psychological development.
- I will do my very best to provide a safe playing environment for my players.
- I will do my best to organize practices that are fun and challenging for all my players. I will do my best to schedule these to not interfere with other parish activities.
- I will ensure that I am knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for the skill level of the youth I teach. I will spend an equal amount of time coaching individual players regardless of their ability.
- I will do my best to develop a positive relationship with my athletes as well as their parents.
- I will not be in possession of a weapon, or under the influence of any form of alcohol/chemicals or use tobacco products at a CYO athletic contest or practice session. I understand that alcohol, chemicals and tobacco products, and weapons are not permitted anywhere on the premises at a CYO event.
- I will remember that I am a youth coach, and that the games are for the youth, not the adults.

I have read each statement included in this document and pledge to live up to these principles as they apply to the philosophy of the Catholic Youth Organization of the Diocese of Toledo as a coach in the CYO program. I understand that my failure to uphold any of the above principles may result in disciplinary action and/or removal from the CYO program.

By signing below, I acknowledge that all current CYO Policies & Procedures, as well as sport-specific rules are posted online at www.toledodiocese.org/CYO for my review and that I have not received a hard copy of these. I agree to adhere to these policies and regulations.

Coach Full Name (PRINT)

Parish

Signature

Date



| CYO Coaches Checklist

- _____ Complete criminal background check.
- _____ Attend initial certification or recertification session as appropriate; Submit completed Coaches Code of Ethics, Standards of Behavior and Boundaries, and Diocesan Volunteer Acknowledgement.
- _____ Complete NFHS Concussion Awareness online course and submit certificate of completion to CYO Office (Every three years).
- _____ Complete Sudden Cardiac Arrest online course (Lindsay's Law) and submit certificate of completion to CYO Office (Every twelve months).
- _____ Obtain coaches lanyard with official name tag insert.
- _____ Obtain current sport-specific rules and become familiarized with CYO Policies and Procedures.
- _____ Arrange a Player-Parent Meeting to review deadlines, schedules, and expectations.
- _____ Distribute and have collected **prior to first practice** a current *Emergency Medical Authorization Form* for each player (Have in possession at all practices and games).
- _____ Submit to your Parish Athletic Director / Sports Commissioner the following prior to deadline:
 - Team entry form, including any special scheduling requests
 - Completed player-parent contract for each participant
 - Completed Acknowledgement of having read the Ohio Department of Health Concussion Information Sheet for each participant
 - Completed Acknowledgement of having read the Sudden Cardiac Arrest Information Sheet for each participant
- _____ Submit to CYO Office prior to deadline:
 - Completed rosters with pastoral approval signature
 - Team fees
- _____ Distribute season schedule to all team members, parents, and assistant coaches.



| Parent Meeting

It may not initially seem all that important to plan and hold a parent meeting as a first-time CYO coach. That is until you notice parents dropping their kid off late for practice or not picking them up afterwards on time, parents consistently unsure of where to find the game schedule, parents verbally abusing officials, and parents going over your head to speak with the Athletic Director about simple matters. Use the time afforded you prior to the first practice to speak with your parents as a group and provide them with all necessary information to be prepared for the upcoming season.

Meeting Preparations

When organizing the details for your parent meeting, please consider these sticking points so you can plan accordingly, and you can be sure to have a good turnout for your meeting.

- **Choose a meeting format** – Should each team host their own meeting, or will there be one parish meeting for all parents of CYO participants?
- **Send a notice to all parents about the meeting** – In the notice, stress the importance of the meeting along with the date, time, and location. Address how the meeting is for parents, NOT players.
- **Follow-up reminder to parents**
- **Invite the parish pastor**
- **Reserve a room at the school or parish big enough for your group**
- **Get organized** – Have an agenda to give to the parents at the meeting.

Parish Meeting Agenda Items

The agenda is important as it provides necessary details in a format that should be easy for parents to digest and remember, or at least have the necessary details handed to them prior to the beginning of the meeting.

- Opening Prayer
- Introductions – Parish staff, coaches, and parents
- Objective of CYO Sports and goals for the team heading into the season
- Parish Goals, Procedures, and Expectations
- Team rules related to missed practices, player behavior, etc.
- Ways in which parents may volunteer or assist on game days (i.e., table workers, scoresheets)
- Expected behavior of parents towards teammates, coaches, officials and visiting teams
- Detail necessary equipment and detail what parents need to provide versus what the program will provide
- List and provide necessary forms necessary for participation
- Be sure that parents understand the chain of command and that all concerns should be directed to the coach
- Explain the team travel policy
- Leave time for questions from parents

Handouts

Parents have a good deal of paperwork that must be completed on their end. The best time to get those completed forms is when they are all in the same room. **Bring pens!**

- Provide copy of their insurance
- Player/Parent Contract signed by their physician
- Concussion Awareness Acknowledgement Form
- Sudden Cardiac Arrest / Lindsay's Law Acknowledgement Form
- Emergency Medical Authorization Form

NOTE: All forms can be found on the CYO website and should be printed and ready for parents as they show-up for the meeting.



Emergency Action Plan

In the event of an injury:

Is there a Certified Athletic Trainer available immediately?

- **Yes:** Trainer will attend to the injury and take necessary action
- **No:** Is this a serious injury in need of immediate attention?

Yes:

- **Call 9-1-1**
 - Give the dispatch operator your name
 - Share the school's address (_____)
 - Be specific with where you are located (ex. the gym, baseball or soccer fields)
- **Designate a pair of students or an assistant coach to direct the ambulance**
- **Care for the athlete until paramedics arrive - Includes but not limited to:**
 - Checking for responsiveness
 - Immobilizing the injury
 - Comforting the athlete
 - If Certified Athletic Trainer is on site but at another location, designate someone to quickly retrieve him or her

No:

- **If an injury to an athlete prevents further play, but emergency care is not needed:**
 - Coach is responsible for the care of the athlete
 - Provide first aid (R.I.C.E.) if necessary
 - Contact the parents to inform them of the injury and to pick up student-athlete from practice

MOST IMPORTANT: THE INJURED STUDENT TAKES PRIORITY OVER EVERYTHING!

Fire & Ambulance Emergency Phone Number

From cell phone or building landline: 9-1-1

For all practices and games, inside or out, head coaches should:

- Have a fully stocked first aid kit, which includes: Ice packs, roller bandage, band aids, etc.
- Know where to locate and how to handle the AED device at your current location
- Have a cell phone within reasonable distance and designate who will call in case of an emergency
- Designate who will retrieve the athletic trainer, if one is onsite
- Stay with the athlete if the parent is not present by the time the ambulance arrives
- Contact the Athletic Director and complete an **incident report the following day** at the athletic office

If an accident happens and an ambulance is needed, always call the ambulance first. After the ambulance is called and someone is caring for the student, contact athletic administration and inform them what has happened, and what hospital the student will be taken too. If an athletic trainer is not present, then the those who witnessed the injury and the one that made the phone call should fill out an accident report of what occurred, and why an ambulance was called, and any other events that may be important.

>>> Incident Report:

It is school and parish standard policy that incident reports are done for all times in which a student-athlete requires immediate hospital care - Including practices and games.



| Communicable Disease Procedures

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (CDC recommends 1-100) or other disinfectants before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
- Contaminated towels should be properly disposed of or disinfected.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards and other articles containing body fluids.

Additional information is available from the Ohio High School Athletic Association and the National Federation of High Schools.

Ohio Department of Health Concussion Information Sheet for Interscholastic Athletics

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once concussion occurs, it is very important that your athlete returns to normal activities slowly, so he/she does not do more damage to his/her brain.

What is Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe, and athletes can get a concussion even if they are wearing a helmet.

Signs and Symptoms of a Concussion

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child’s health at risk!

Signs Observed by Parents of Guardians

- Appears dazed or stunned.
- Is confused about assignment or position.
- Forgets plays.
- Is unsure of game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Irritability, sadness, nervousness, feeling more emotional.
- Can’t recall events before or after hit or fall.

Symptoms Reported by Athlete

- Any headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness.
- Double or blurry vision.
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy, or groggy.
- Concentration or memory problems.
- Confusion.
- Does not “feel right.”
- Trouble falling asleep.
- Sleeping more or less than usual.

Be Honest

Encourage your athlete to be honest with you, his/her coach, and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss one game than the entire season...or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention is an important first step if you suspect or are told your child has a concussion. A qualified healthcare professional will be able to determine how serious a concussion is and when it is safe for your child to return to sports and other daily activities.

- No athlete should return to activity on the same day he/she gets a concussion.
- Athletes should NEVER return to practices/games if they still have ANY symptoms.
- Parents and coaches should never pressure any athlete to return to play.

Dangers of Returning Too Soon

Returning to play too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified healthcare professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete’s injury and their roles in helping the child recover.

During the recovery time after a concussion, physical and mental rest are required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children’s brains take several weeks to heal following a concussion.



Returning to Daily Activities

1. Be sure your child gets plenty of rest and enough sleep at night—no late nights. Keep the same bedtime on weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child’s activities that require a lot of thinking or concentration (including social activities, homework, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain’s recovery.
4. Limit physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified healthcare professional check your child’s symptoms at different times to help guide recovery.

Return to Learning / School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified healthcare professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help or support can be removed gradually.

Resources

ODH Violence and Injury Prevention Program

- www.healthy.ohio.gov/vipp/child/returntopl

Centers for Disease Control and Prevention

- www.cdc.gov/headsup/basics/index.html

National Federation of State High School Associations

- www.nfhs.org

Brain Injury Association of America

- www.biausa.org/

Returning to Play

1. Returning to play is specific for each person, depending on the sport. Starting 4/26/13, Ohio law requires written permission from a healthcare provider before an athlete can return to play. Follow instructions and guidance provided by a healthcare professional. It is important that you, your child and your child’s coach follow these instructions carefully.
2. Your child should NEVER return to play if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Ohio law prohibits your child from returning to a game or practice on the same day he/she was removed.
4. Be sure that the athletic trainer, coach and physical education teacher are aware of your child’s injury and symptoms.
5. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.
6. A sample activity progression is listed below. Generally, each step should take no less than 24 hours so that your child’s full recovery would take about one week once they have no symptoms at rest and with moderate exercise.*

Sample Activity Progression*

Step1: Low levels of non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes).

Step 2: Moderate, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: Moderate jogging, brief sprint running, moderate stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes).

Step3: Heavy, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sports specific drills, agility training and jumping drills for 45-60 minutes).

Step 4: Full contact in controlled practice or scrimmage.

Step 5: Full contact in game play.

***If any symptoms occur, the athlete should drop back to the previous step and try to progress again after a 24-hour rest period.**

www.healthy.ohio.gov/vipp/child/returntoplay/concussion

Sudden Cardiac Arrest and Lindsay's Law Information for the Coach



- Lindsay's Law is about Sudden Cardiac Arrest (SCA) in youth athletes. This law went into effect in 2017. SCA is the leading cause of death in student athletes 19 years of age or younger. SCA occurs when the heart suddenly and unexpectedly stops beating. This cuts off blood flow to the brain and other vital organs. SCA is fatal if not treated immediately.
- "Youth" covered under Lindsay's Law are all athletes 19 years of age or younger that wish to practice for or compete in athletic activities organized by a school or youth sports organization.
- Lindsay's Law applies to all public and private schools and all youth sports organizations for athletes aged 19 years or younger whether or not they pay a fee to participate or are sponsored by a business or nonprofit. This includes:
 - 1) All athletic activities including interscholastic athletics, any athletic contest or competition sponsored by or associated with a school
 - 2) All cheerleading, club sports and school affiliated organizations including noncompetitive cheerleading
 - 3) All practices, interschool practices and scrimmages
- Coaches have specific responsibilities under Lindsay's Law:
 - 1) Annual completion of the required SCA training course approved by the Ohio Department of Health
 - 2) Preventing the following students from participating in athletic activities until the coach receives written clearance by a licensed health professional. This written clearance must be shared with any school or sports official:
 - a) A youth whose biological parent, sibling or child has previously experienced SCA
 - b) Any youth athlete that experiences syncope or fainting before, during or after a practice, scrimmage, or competitive play
- Any of these things may cause SCA:
 - 1) Structural heart disease. This may or may not be present from birth
 - 2) Electrical heart disease. This is a problem with the heart's electrical system that controls the heartbeat
 - 3) Situational causes. These may be people with completely normal hearts who are either are hit in the chest or develop a heart infection
- Warning signs in a youth athlete's family that indicate the youth athlete may be at high risk of SCA:
 - o A blood relative who suddenly and unexpectedly dies before age 50
 - o Any of the following conditions: cardiomyopathy, long QT syndrome, Marfan syndrome, or other rhythm problems of the heart
- Warning signs of SCA. If any of these things happen with exercise, the youth athlete should be seen by a health care professional:
 - o Chest pain/discomfort
 - o Unexplained fainting/near fainting or dizziness
 - o Unexplained tiredness, shortness of breath or difficulty breathing
 - o Unusually fast or racing heart beats

- The youth athlete who faints or passes out before, during, or after an athletic activity **MUST** be removed from the activity. Before returning to the activity, the youth athlete must be seen by a health care professional and cleared in writing.
- If the youth athlete's biological parent, sibling or child has had a SCA, then the youth athlete **MUST** be removed from activity. Before returning to the activity, the youth athlete must be seen by a health care professional and cleared in writing.
- Any young athlete with any of these warning signs cannot participate in practices, interschool practices, scrimmages or competition until cleared by a health care professional.
- Other reasons to be seen by a health care professional would be a heart murmur, high blood pressure, or prior heart evaluation by a physician.
- Lindsay's Law lists the health care professionals who may evaluate and clear youth athletes. They are a physician (MD or DO), a certified nurse practitioner, a clinical nurse specialist or certified nurse midwife. For school athletes, a physician's assistant or licensed athletic trainer may also clear a student. That person may refer the youth and family to another healthcare provider for further evaluation. Clearance must be provided in writing to the school or sports official before the athlete can return to the activity.
- Despite everyone's best efforts, sometimes a young athlete will experience SCA. If you have had CPR training, you may know the term "Chain of Survival." The Chain of Survival helps anyone survive SCA.
- Using an Automated External Defibrillator (AED) can save the life of a child with SCA. Depending on where a young athlete is during an activity, there may or may not be an AED close by. Many, but not all, schools have AEDs. The AED may be near the athletic facilities, or the AED may be close to the school office. Look around at a sporting event to see if you see one. If you are involved in community sports, look around to see if there is an AED nearby.
- If you witness a person experiencing a SCA: First, remain calm. Follow the links in the **Chain of Survival**:
 - ❖ Link 1: Early recognition
 - Assess child for responsiveness. Does the child answer if you call his/her name?
 - If no, then attempt to assess pulse. If no pulse is felt or if you are unsure, call for help "someone dial 911"
 - ❖ Link 2: Early CPR
 - Begin CPR immediately
 - ❖ Link 3: Early defibrillation (which is the use of an AED)
 - If an AED is available, send someone to get it immediately. Turn it on, attach it to the child and follow the instructions
 - If an AED is not available, continue CPR until EMS arrives
 - ❖ Link 4: Early advanced life support and cardiovascular care
 - Continue CPR until EMS arrives
- Lindsay's Law requires both the youth athlete and parent/guardian to acknowledge receipt of information about Sudden Cardiac Arrest by signing a form.

CYO ATHLETICS - AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Coaches Recertification #1 via Zoom (6pm) - Invite Only Dave's XC Team Night @Perrysburg	2	3 Dave's XC Team Night @Findlay	4	5
6	7	8 Dave's XC Team Night @Sylvania	9	10	11	12
13 Volleyball Ref Training: Class #1 @CYO Offices (6pm)	14	15 Coaches Recertification #1 via Zoom (6pm) - Invite Only	16 DEADLINE: Team Entries for all Fall Sports (excluding Cross Country)	17	18	19 Initial certification @Christ the King - Fellowship Hall (9-1:30pm)
20 Volleyball Ref Training: Class #2 @CYO Offices (6pm)	21	22	23	24	25	26 Initial certification @Sylvania, St. Joseph - East Campus (9-1:30pm)
27 Volleyball Ref Training: Class #3 @Notre Dame (Round Robin 5th/6th VB) Flag Football / Soccer Ref Mtg @CYO Offices (6pm)	28 Coaches Recertification #1 via Zoom (6pm) - Invite Only	29 CYO Advisory Committee Mtg. @CYO Offices (6pm)	30 Volleyball Ref Training: Class #4 @CYO Offices (6pm)	31 Cross Country mini-meet @CYO Complex for Pee-Wee & Minors Course open at 5:30pm First race at 6pm		

CYO ATHLETICS - SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 DEADLINE: Roster Submissions for all Fall Sports	2
3	4 Labor Day CYO Offices Closed Soccer, Flag Football and Volleyball schedules will be posted by 5pm	5	6 CYO Junior High Sports Mass @Rosary Cathedral (6:30pm)	7	8	9 XC - Meet #1 TBA Soccer, Flag Football, Volleyball begins for 6th grade and below (After 1pm)
10 Soccer and Volleyball begins for 7th grade and up (After 1pm)	11	12	13	14	15 DEADLINE: Team Fees due for all Fall Sports	16 XC - Meet #2 @Maumee Bay State Park (hosted by: Regina Coeli)
17	18	19	20	21	22 DEADLINE: Add runner to XC roster	23 XC - Meet #3 TBA
24	25	26	27 DEADLINE: Fall Tournament Scheduling Requests by 5pm	28 CYO Offices Closed Pastoral Center Retreat @Fransican Center - (Lourdes University)	29	30 XC - Meet #4 @TBA (hosted by: Blessed Sacrament)

CYO ATHLETICS - OCTOBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Soccer, Flag Football and Volleyball Tournament Brackets posted by 5pm	6	7 Diocesan XC Meet Championships TBA
Celebrate CYO Week ... Able to play make-up games for all sports this week A Rosary will be prayed Monday-Thursday at 7pm at CYO Complex						
8	9	10	11	12	13	14 Soccer Tournament games begin Volleyball Tournament games begin
Able to play make-up games for all sports this week						
15	16	17	18 CYO Advisory Committee Mtg. @CYO Offices (6pm)	19	20	21
22 Soccer Tournament Championship Finals	23	24	25 CYO Athletic Director Meeting @CYO Offices (6pm)	26	27	28 Volleyball Tournament Championship Finals
29 Basketball Ref Training: Class #1 @CYO Offices (6pm)	30	31 Halloween				

CYO ATHLETICS - NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 DEADLINE: Team Entries for all Basketball grade levels	2	3	4
5 Basketball Ref Training: Class #2 @CYO Offices (6pm)	6	7	8 DEADLINE: Entry into Round Robin for 5th and 6th grade	9	10	11 Veterans Day Initial certification @Maumee, St. Joseph - Community Center (9-1:30pm)
12 Basketball Ref Training: Class #3 @CYO Offices (6pm)	13 Basketball schedules for 6th, 7th, 8th and High School posted by 5pm	14	15	16	17 DEADLINE: Roster Submissions for all Basketball grade levels	18 Initial certification @Sylvania, St. Joseph - East Campus (9-1:30pm)
19 Basketball Ref Training: Class #4 @St. Francis de Sales (Round Robin 5th/6th BSK)	20	21	22 CYO Offices close at 11am for Thanksgiving Break	23 Thanksgiving <i>CYO Offices Closed</i>	24 Thanksgiving <i>CYO Offices closed</i>	25
26 Basketball begins for 6th, 7th, 8th grade, High School and Hearthstone	27 Basketball schedules for 3rd, 4th and 5th posted by 5pm	28	29	30		

CYO ATHLETICS - DECEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9 Basketball begins for 3rd, 4th, and 5th grade.
10	11	12	13	14	15 DEADLINE: Team Fees due for all Basketball grade levels	16
17	18	19	20	21	22	23 No CYO Events
24 Christmas Eve No CYO Events	25 Christmas Day CYO Offices Closed	26 CYO Offices Closed	27 CYO Offices Closed	28 CYO Offices Closed	29 CYO Offices Closed	30
CYO Offices CLOSED						
31 New Year's Eve No CYO Events						

CYO ATHLETICS - JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day CYO Offices Closed	2	3	4	5	6 Basketball season games resume
7	8	9	10	11	12	13
14	15 MLK Day CYO Offices Closed CYO Free Throw Shooting Contest (Locations: TBA)	16	17 CYO Advisory Committee Mtg. @CYO Offices (6:00pm)	18	19	20
21	22 Hearthstone Basketball Boys Tournament Draw via Zoom (6pm)	23	24 DEADLINE: Basketball TY Scheduling Requests (5pm) DEADLINE: Registrar Diocesan TY (5pm - Form and Fee)	25	26	27
28 Hearthstone Basketball Boys Tournament Begins	29	30	31			

CYO ATHLETICS - FEBRUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Basketball Tournament Brackets for 6th, 7th, 8th and High School posted by 5pm	2	3
4 Hearthstone Basketball Boys Tournament Championships	5	6	7	8	9	10 Diocesan Basketball Tournaments begin for 6th, 7th, 8th and High School
11	12	13	14 Valentine's Day / Ash Wednesday	15	16	17
18 Diocesan Basketball Tournament Championship Finals for 6th, 7th, and 8th	19 Presidents' Day	20	21	22	23	24
25 Diocesan Basketball Tournament Championship Finals for High School	26	27	28	29 Leap Year Date		

CYO ATHLETICS - MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					TBA / Possible State Tournament Weekend (Fri-Sun)	
3	4	5	6 DEADLINE: Team Entries for all Spring Sports	7	8	9
					TBA / Possible State Tournament Weekend (Fri-Sun)	
10 Day Light Savings	11	12	13 Following year team fees registrations distributed to all CYO programs	14	15	16
17 St. Patrick's Day	18	19	20	21	22 DEADLINE: Roster Submissions for all Spring Sports	23 Initial coaches certification @CYO Offices (9-1:30pm)
24 Palm Sunday	25 Soccer, Softball, Tee Ball schedules will be posted by 5pm	26	27	28 Holy Thursday CYO Offices close at 11:00am for Easter Break	29 Good Friday CYO Offices Closed	30 Holy Saturday No CYO events
31 Easter No CYO events						

CYO ATHLETICS - APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Easter Monday CYO Offices Closed	2	3	4	5	6 Spring Soccer and softball begins for all levels
7	8	9	10	11	12 DEADLINE: Team Fees due for all Spring Sports	13 Tee Ball Begins (PreK - K)
14 T&F - Meet #1 TBA	15	16	17 DEADLINE: Spring Tournament Scheduling Requests by 5pm	18	19	20
21 T&F - Meet #2 TBA	22	23	24	25 Soccer and Softball Tournament Brackets posted by 5pm	26	27
28 T&F - Meet #3 TBA	29	30				

CYO ATHLETICS - MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Soccer and Softball Tournaments begin
5 T&F - Meet #4 TBA	6	7	8	9	10	11 T&F - Meet #5 TBA Tee Ball Season Ends
Soccer and Softball Tournament games may be played any night this week						
12 Mother's Day No CYO Events	13	14 DEADLINE: Register for Diocesan T&F Meet	15	16	17	18 Soccer and Softball Tournament Championship Finals
Soccer and Softball Tournament games may be played any night this week						
19 Diocesan T&F Meet Championships TBA	20	21	22 CYO Advisory Committee Mtg. @CYO Offices (6pm)	23	24	25
26	27 Memorial Day CYO Offices Closed	28	29	30	31	

CYO ATHLETICS - JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 Flag Day	15
16 Father's Day	17	18	19 Juneteenth	20	21	22
23	24	25	26	27	28	29
30						

CYO ATHLETICS - JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day	5	6
7	8	9	10 CYO Athletic Director Meeting @CYO Office - Pastoral Center (6pm)	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

CYO ADVISORY COMMITTEE (As of 8/15/2022)

Name:	Parish	Term Expires
TBA	TBA	
TBA	TBA	
TBA	TBA	
Heather Chupp	Regina Coeli	5/24 (2)
Mike McGurk	St. Patrick of Heatherdowns	5/24 (2)
Lisa Miller	Christ the King	5/23
Sean Savage	Sylvania, St. Joseph	5/23
Greg Dempsey	Toledo, Central Catholic High School	5/24
Karen Toon	St. Rose	5/24
Bret Huntebrinker	Ex-Officio Member (Senior Dir., Discipleship & Family Life)	
Rev. Phil Smith	Ex-Officio Member (Chaplain for CYO Athletics)	

TERMS, OBJECTIVES & ROLE (Adopted on 1/22/97)

Term Outline

- Each member will serve a two-year term.
- A member may renew for one additional two-year term when the first one expires, if he/she chooses to do so. The CYO Director of Athletics has the right to make an exception to the term limitation if he/she feels the member is part of a sub-committee that needs his/her continued presence to continue to make progress.

The committee will:

- Provide the CYO administrators with timely feedback on current programming.
- Provide the CYO administrators with practical experience as coaches / parish athletic directors / parents, etc.
- Assist the CYO administrators in the implementation of the strategic plan.
- Provide “on call” services to the CYO:
 1. *Provide a sounding board on a variety of issues;*
 2. *Provide a sense of “consensus” or “community ruling”, rather than just one person making a decision*
- Serve as ambassadors for the CYO to the community.

A large word cloud graphic featuring various sports and virtues. The sports listed include Track Field, Basketball, Volleyball, Cross Country, Flag Football, Soccer, XC, T&F, Softball, and Flag Football. The virtues listed include Faith, Determination, and Discipleship. The words are arranged in a dense, overlapping pattern, with some words appearing in larger, bolder fonts than others.



Diocese
of Toledo