

DIOCESE OF
ALLENTOWN

OFFICE OF EVANGELIZATION

CATHOLIC YOUTH ORGANIZATION RULES AND GUIDELINES

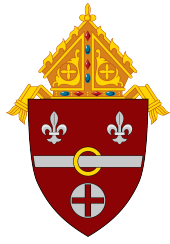
AUGUST 2026



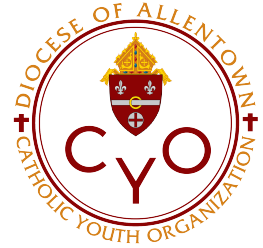
*“Whatever you do, do everything for the glory of God.”
(1 Corinthians 10:31)*

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DIOCESE OF ALLENTOWN
Secretariat for Catholic Life & Evangelization
Office of Evangelization and Formation
1515 Martin Luther King Jr. Dr.
Allentown, PA 18102



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

As we begin a new year of Catholic Youth Organization (CYO) seasons and activities, it is important to reflect on CYO's role in the life and ministry of the parish and in the lives of the young people we serve. CYO is the most widely participated youth program in the Diocese of Allentown. CYO sports and activities should lead young people more deeply into the life of the Church, not take its place.

We are committed to providing excellent athletic experience and serving our parishes and families well. Above all, however, CYO is a Catholic ministry of the Church. It exists to foster a joyful and welcoming community where young people can encounter Jesus Christ. The success of CYO is measured not only by wins and losses, but also by whether our young people are growing in faith and virtue, forming friendships rooted in Christ, and becoming more open to the mission God has entrusted to them.

CYO is a parish-based Catholic program, its athletic activities must remain connected to the worship, sacramental life, and mission of the Church. CYO is open to students registered in a parish or attending one of the Catholic schools in the Diocese of Allentown. At the same time, participation in CYO should invite young people and their families into a deeper relationship with the parish community. We require regular participation in Sunday Mass, service to others, and involvement in the life of the parish.

Coaches and administrators are more than volunteers managing teams or coordinating seasons. They are ministers and witnesses of the Gospel. Their example, both on and off the court or field can shape how young people understand Christian leadership, sportsmanship, self-discipline, sacrifice, perseverance, and love of neighbor. As we begin this new CYO year, may we renew our commitment to make every program genuinely Catholic. May CYO continue to serve our families with excellence while forming young people who know Christ, love His Church, grow in holiness, and are prepared to use their gifts in service of others.

In Christ,

Zelenda Hodgskin
Director of Youth and Young Adult Ministry
Office of Evangelization, Diocese of Allentown

Dan Jones
CYO Coordinator
Diocese of Allentown

DIOCESE OF ALLENTOWN POLICY ON YOUTH SPORTS
EFFECTIVE MARCH 31, 2005
(UPDATED AUGUST 2026)

PURPOSE:

This policy has been developed to consistently promote the spiritual and physical welfare of our youth through the sponsorship of youth programs throughout the Diocese of Allentown, and to effectively manage the risks associated with these youth programs.

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

PROGRAM IDENTIFICATION AND SPONSORSHIP QUALIFICATIONS:

Parish/School/Diocesan Sponsorship

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

- The **parish** must have full control over the program.
- Any costs or fees associated with the program must flow through a parish account.
- The program must be open to all registered members of the parish or enrolled students at one of our Catholic Schools.
- The coach or leader of the program must be an approved volunteer or an employee of the parish or other diocesan entity.
- ALL programs meeting all the above qualifications are considered parish, school, and/or diocesan-sponsored and are REQUIRED to register with the District Catholic Youth Organization (CYO) and submit an official CYO Roster. Once registered, a program will be considered a “registered CYO program” and will be governed by the Diocese of Allentown Office of Evangelization.

NON-DIOCESAN SPONSORED PROGRAMS:

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

CYO REGISTRATION REQUIREMENTS

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

RULES FOR REGISTERED CYO PROGRAMS

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

CYO MISSION STATEMENT:

The Catholic Youth Organization is a parish-based ministry that uses academic and athletic activities to help young people grow in faith, virtue, friendship, and their God given talents. As part of the parish's broader youth ministry, CYO supports the formation of the whole person: body, mind, and spirit. Through participation, teamwork, competition, and relationships, CYO encourages young people to live as active members of the Church and responsible contributors to their faith communities.

CYO VISION AND PHILOSOPHY:

CYO envisions parish communities where young people are welcomed, supported, and challenged to become the people God created them to be. Its programs provide opportunities for joy, belonging, healthy competition, and personal growth. CYO seeks to ensure that every practice, game, and academic activity reflects Christian values and strengthens relationships among young people, families, coaches, and the parish community. Because each person is more important than performance, CYO promotes an approach to athletics and academics that values effort, inclusion, sportsmanship, perseverance, and responsible use of one's gifts. Through these experiences, young people can discover how faith shapes the way they compete, lead, encourage others, handle success and disappointment, and serve their community. In this way, CYO serves as a meaningful expression of parish youth ministry and helps create an environment where young people can encounter Christ in the ordinary experiences of life.

A CYO COACH:

A CYO coach is first and foremost a minister to youth and a witness to the Catholic faith. Through coaching, each coach helps young people grow as disciples of Jesus Christ and encourages them to participate responsibly in the life and mission of the Church. Coaches fulfill this ministry primarily through their example. Their words, conduct, relationships, and approach to competition should reflect the virtues of Christian discipleship. They also help young people recognize how faith applies to sports and daily life, while encouraging regular participation in the sacramental life of the Church, especially the celebration of the Eucharist. As educators in faith, CYO coaches should strive to be credible witnesses whose actions support the formation they seek to provide.

DIOCESE OF ALLENTOWN CYO CODES OF CONDUCT:

CYO activities must embody Catholic Christian values—sportsmanship, respect, fairness, and the dignity of every person. All players, participants, coaches, parents, guardians, family members, and spectators are expected to foster a positive, respectful environment for youth, treating one another with dignity and supporting a safe, Christ-centered atmosphere.

All participants and their families must sign the Code of Conduct at the start of each athletic or academic season and return it to the CYO Director or coach. The signed document, kept on file for the athletic year, confirms acknowledgment of the behavioral expectations and the disciplinary consequences for violations, which may include removal from an event, suspension, or dismissal from CYO participation, depending on the seriousness or recurrence of the offense.

CYO ADMINISTRATIVE AUTHORITY:

The Diocese of Allentown CYO, through its Office of Evangelization and in accordance with diocesan policies and the teachings and discipline of the Catholic Church, reserves the right to make decisions necessary for the safety, integrity, mission, and overall betterment of the CYO program. Programmatic and administrative decisions will be made following consultation and discussion among the Office of Evangelization, the CYO Coordinator, and the Chancellor, with decisions implemented by the appropriate diocesan authority. The Diocese may establish, amend, interpret, or enforce CYO policies, procedures, standards, and expectations as circumstances require.

COACHES CODE OF CONDUCT:

With Almighty God as my witness, and as a representative of the Catholic Church, I pledge to:

- Be a faithful Catholic role model, reflecting Jesus Christ through my words, actions, integrity, fairness, patience, and respect for every person.
- Remember that CYO is a Catholic ministry for the formation of the whole person. I will place the spiritual, moral, physical, emotional, and personal development of participants above winning or personal satisfaction.
- Give all children opportunities to participate and develop their abilities, recognizing differences in emotional and physical maturity. I will reject a “win at all costs” mentality and promote justice, prudence, fortitude, temperance, humility, charity, perseverance, and good sportsmanship.
- Organize practices that are safe, enjoyable, challenging, and age appropriate. I will use proper coaching techniques, know and teach the rules, and review the first-aid principles needed to respond to injuries.
- Foster a Catholic environment that respects the dignity of every person and encourages honesty, self-discipline, teamwork, charity, and respect for opponents as fellow children of God.
- Cooperate respectfully with participants, coaches, officials, parents, and spectators while working to avoid avoidable dangers.
- Refrain from and not tolerate profane, obscene, vulgar, abusive, uncharitable, or threatening language or conduct. I will not verbally or physically attack any participant, coach, official, or spectator.
- Respect officials’ decisions and direct concerns to the District Commissioner. I will not use gestures or forceful actions to object to decisions, including throwing equipment.
- Follow both the letter and spirit of the rules and will not seek loopholes or unfair advantages.
- Avoid publicly criticizing participants, coaches, officials, or spectators during or immediately after an activity. I will address concerns privately, at an appropriate time and place, with Catholic charity.
- Encourage parents and spectators to behave appropriately and support officials’ actions regarding disruptive conduct.
- Respect the property of other teams and the facilities used for CYO activities.

Penalties and Procedures:

Within any two consecutive calendar years:

- First offense: Up to a three-game suspension
- Second offense: Up to a ten-game suspension
- Third offense: Dismissal from the CYO program

Games canceled because of weather or other circumstances do not count toward completion of a suspension. Violations must be reported in writing to the Diocesan CYO District Commissioner within 48 hours. The violation will be investigated, and any penalty will be determined and approved by the District Priest Chaplain. If a penalty is imposed, the Office of Evangelization must be notified in writing within one week.

Districts must follow these minimum standards but may adopt more restrictive regulations.

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

Coach’s Name and Signature

Date

PARTICIPANTS' CODE OF CONDUCT:

With Almighty God as my witness, and as a participant in a Catholic youth program, I pledge to:

- Reflect Jesus Christ through my words, actions, sportsmanship, and respect for teammates, opponents, coaches, officials, parents, and spectators.
- Participate positively and encourage good sportsmanship at every game, scrimmage, and practice.
- Respect the dignity of every person and expect the same respect in return.
- Follow the uniform policies and always dress appropriately out of respect for myself and others. Shorts **MUST** be 5inches or longer. No bare midriffs. Failure to follow the uniform policy could result in suspension.

Participants May Not:

- Refuse to accept or abide by an official's or coach's decision.
- Make disrespectful gestures or use forceful actions to object to a decision, including throwing equipment.
- Verbally, physically, or through written communication or social media abuse, threaten, or attack any player, coach, official, parent, or spectator.
- Push, shove, strike, threaten to strike, or otherwise lay hands on any official, coach, spectator, or participant.
- Act as the aggressor in a physical attack against another participant.
- Vandalize, damage, or otherwise disrespect another team's property or the facility being used.

Penalties and Procedures:

Within any two consecutive calendar years:

- **First offense:** Up to a three-game suspension
- **Second offense:** Up to a ten-game suspension
- **Third offense:** Dismissal from the CYO program

Games canceled because of weather or other circumstances do not count toward completion of a suspension.

Violations must be reported in writing to the Diocesan CYO District Commissioner within 48 hours. The violation will be investigated, and any penalty will be determined and approved by the District Priest Chaplain. If a penalty is imposed, the Office of Evangelization and Formation must be notified in writing within one week.

Districts must follow these minimum standards but may adopt more restrictive regulations.

Participant's Name and Signature

Date

Parental/Guardian Name and Signature

Date

PARENT/ GUARDIAN/SPECTATORS CYO SPORTS PLEDGE:

With Almighty God as my witness, I/We pledge to support CYO as a Catholic ministry and to uphold the following:

I/We understand that CYO athletics seek to form the whole person in faith and virtue through practice and competition. Because my/our child is created in the image and likeness of God, his/her dignity and worth are greater than athletic ability, performance, wins, or losses. My/Our child is more than a position, or final score. God made him/her for more than sports and calls him/her to a unique vocation and life of holiness. Therefore, faith in Jesus Christ, growth in virtue, personal well-being, friendship, joy, and respect for every person are the highest goals of the season.

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

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

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

Penalties:

Within 2 consecutive calendar years:

- 1st offense up to a 3-game suspension
- 2nd offense up to a 10-game suspension
- 3rd offense dismissal from CYO program

Parent/Guardian Name and Signature

Date

Parent/Guardian Name and Signature

Date

KEEPING “CATHOLIC” IN CYO:

CYO is more than an athletic program. It is a ministry of the Church that helps young people encounter Christ, grow in virtue, build community, and serve others. Coaches support this mission by modeling Christian leadership, respect, sportsmanship, self-discipline, and care for every athlete. Sport can form character and strengthen relationships when it is directed toward human dignity, fellowship, and service

SIMPLE WAYS TO KEEP CYO CATHOLIC:**CYO MASS OR PRAYER SERVICE:**

Invite CYO members to serve as lectors, cantors, altar servers, gift bearers, or other appropriate ministers. Include a prayer or commissioning for athletes and coaches.

MEET THE CYO NIGHT:

Welcome families, introduce coaches, explain that CYO is more than sports, review available programs, and distribute the CYO calendar when available.

SERVICE:

Provide at least one opportunity for athletes to serve others, such as visiting nursing-home residents or shut-ins, helping another youth group, supporting a parish project, caring for parish or community grounds, or collecting food for a local food bank.

BISHOP THOMAS WELSH RELIGION AWARD:

Encourage eligible school and religious-education students to participate. Contact the Office of Evangelization for program booklets. By May 1, submit a typed list of participating students to the Office to receive certificates. Do not submit completed booklets.

ATHLETE BLESSING:

A priest, deacon, or authorized lay minister may lead an appropriate blessing before a season or athletic event. The blessing should ask God to protect the athletes and help them show respect, perseverance, and good sportsmanship.

PRAYERS FOR PRACTICES, GAMES AND OTHER EVENTS:**TEAM PRAYER BY COACH LOU HOLTZ**

This is the beginning of a new day. God has given me this day to use as I will. I can waste it or use it for good. But what I do today is important because I'm exchanging a day of my life for it. When tomorrow comes this day will be gone forever, leaving in its place that which I have traded. I want it to be gain not loss, good not evil, success not failure. I know I shall not regret the price I have paid for it because the future is just a whole string of now's!

HOLY SPIRIT PRAYER

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

PRAYER TO SERVE GOD WELL

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

PRAYER FOR GAME DAY

*Help me to play the game, dear Lord, with all my might and main;
Grant me the courage born of right, a heart to stand the strain...
Send me a sense of humor, Lord, to laugh when victory's mine;
To laugh, if I should meet defeat, without a fret or whine...
Give me the grace to follow rules, to 'fess up when I'm wrong,
When silence or some other thing wins plaudits from the throng...
When foes are tough and fighting fierce and I am getting weak,
Dear God, don't ever let me show a broad, bright, yellow streak.
And teach me, Lord, life's game to play just one day at a time.
With Thee as coach and trainer, Lord, real victory must be mine.*

BLACK OUT DATES:

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

NO PRACTICES, GAMES, ACADEMIC EVENTS, OR ANY CYO ACTIVITY MAY BEGIN BEFORE 1:30 PM ON SUNDAYS, APART FROM SPECIAL CIRCUMSTANCES APPROVED BY THE PASTOR.

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

HOLY DAYS/FEAST DAYS

November 1st- All Saints Day
December 8th- Immaculate Conception
December 24th – Christmas Eve
December 25th – Christmas
December 26th – Day after Christmas
January 1st – Solemnity of Mary

April 2nd - Holy Thursday
April 3rd - Good Friday
April 4th - Holy Saturday
April 5th - Easter Sunday

ALL HOLY DAYS OF OBLIGATION, IN 2026 – 2027; THOSE DATES ARE AS FOLLOWS:

August 15th – Assumption of Mary
November 1st – All Saints
December 8th- Immaculate Conception
December 25th- Christmas
February 18th – Ash Wednesday
May 6th – Ascension of Jesus

GAMES AND PRACTICE SHOULD NOT BE PLAYED ON FEDERAL HOLIDAYS

ADDITIONAL BLACK-OUT EVENTS:

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

CYO EXECUTIVE BOARD:

The Bishop of Allentown is ultimately responsible for the welfare of the Catholic youth entrusted to his care. To assist him in providing quality youth programming, the Bishop entrusts responsibility for diocesan youth ministry to the Office of Evangelization, except for programs under the direct supervision of the Diocesan Office of Education. CYO is one component of the Diocese's broader youth ministry.

The Director of Youth oversees Diocesan Youth activities and supervises the CYO Coordinator. The CYO Coordinator manages the day-to-day organization and administration of the CYO program, facilitates the CYO Executive Advisory Board, implements CYO policies, and works with the districts on schedules, clinics, workshops, tournaments, playoffs, and related activities.

The CYO Executive Advisory Board consists of priests and lay representatives from the Diocese's CYO districts. Each district may appoint two representatives: the District Priest Chaplain, the Diocesan District Commissioner.

The CYO Executive Board will serve in the following capacity:

- To advise Office of Evangelization of all district activity.
- To represent and voice the concerns of the parishes within their respective districts to the entire CYO Board.
- To assume the responsibility of overseeing all CYO programs within their respective district by working with the District CYO Board.
- To handle district programs at a local level, as well as collaborating with the Office of Evangelization on issues of significance.
- To assist in diocesan and state CYO activities, especially those held within the Diocese of Allentown.

District 1: Northampton Deanery

CYO programs and parishes within Northampton Deanery:

District Commissioner: Mrs. Fran Rowley; cyodistrict1@aol.com

Priest Chaplain: Rev. Eidle

District 2: Lehigh Deanery

CYO programs and parishes within Lehigh Deanery:

District Commissioner: Mr. John O'Connell; lehighcountycyo@gmail.com

Priest Chaplain: Rev. Scheidel

District 3: Berks Deanery

CYO programs and parishes within Berks Deanery:

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

Priest Chaplain: Rev. Loeper

District 4: Southern Schuylkill Deanery

CYO programs and parishes within Southern Schuylkill Deanery:

District Commissioner:

Priest Chaplain: Rev. Bobbin

District 5: Carbon Deanery and Northern Schuylkill Deanery

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

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

Priest Chaplain: Rev. Maas

VOLUNTEER REQUIREMENTS:

The Diocese of Allentown requires all volunteers serving in Catholic schools, the Catholic Youth Organization (CYO), youth ministry, or ministries serving children or youth to successfully complete a background check, safe-environment training, and acknowledgment of the Diocese's safe-environment policies before beginning their service. These requirements ensure that all ministries provide a safe environment in which the well-being of every person is protected.

- Diocese of Allentown Background Check Authorization Form
- Pennsylvania State Police Criminal Record Check (Pennsylvania Access to Criminal History or PATCH)
- Pennsylvania Child Abuse History Check
- Federal Bureau of Investigation (FBI) Criminal Background Fingerprint Check
- National Sex Offender Registry Clearance (NSOR)
- Protecting God's Children Safety Training (completed at the start of service)
- Pennsylvania Mandated Reporter Training (only approved Department of Human Services Mandated Reporter Training certification will be accepted) – Must be done every 5 years.
- Diocese of Allentown Code of Conduct Policy
- Diocese of Allentown Sexual Abuse Policy
- Diocese of Allentown Social Media and Electronic Communications Policy
- Child Protective Services Law Policy

Note: Background checks are applicable only to volunteers who are at least eighteen (18) years of age). Minor volunteers must have written parental permission to volunteer. Minor volunteers are required to sign off on all Diocesan Safe Environment Policies. Those not attending Diocesan schools should take Protecting God's Children.

COACHES RULES & REGULATIONS

- Head coaches must be Catholic and active members of the parish they represent or have another established connection to the sponsoring parish or school. If a head coach is not a parishioner, the roster must explain the coach's connection, and the District Commissioner must approve it before the roster is submitted. A non-Catholic assistant coach is permitted if their children are enrolled in and attending a Catholic school.
- All head and assistant coaches must be registered according to the Diocese of Allentown Policy on Youth Sports. No person may coach until completing all required diocesan background checks and training, which must be renewed every five years. See page 75. No coach may sit on the bench until properly rostered for the applicable sport.
- Within one year of first appearing on a roster, each coach must attend a Diocese of Allentown Coaches' Clinic. Failure to complete the clinic renders the coach ineligible. The clinic covers Christian leadership, insurance, sports medicine, coaching athletes with special needs, positive coaching, and the mission and philosophy of diocesan youth athletics. If a team uses a coach who is not properly registered or trained, the team will forfeit all games in which that coach participated and will be disqualified from District and Diocesan playoff competition for one year.
- Unless otherwise specified, each team must list at least two eligible coaches on its roster. At least two coaches must remain with the team at all practices and games; practice may not begin or continue if only one adult coach is present. Gyms must remain open to the parents and guardians of participating children, and no team or CYO program may prohibit a parent or guardian from being present while the child is practicing or playing.
- Head coaches for grade-school and middle-school CYO must be at least 21 years old. Assistant coaches must be at least 18 years old. Coaches under 21 must submit an Assistant Coach Form to the District and CYO Coordinator. See page 82.

- High-school students may serve as Student Helpers. The head coach must submit a Student Helper Form to the District Commissioner, who will forward a copy to the CYO Coordinator. See page 83. Student Helpers may sit behind the bench during games but may not sit on the bench. They may not be called “Coach” or given sole responsibility during a practice or other activity and must never be left alone with boys or girls.
- Each academic year, all head and assistant coaches must complete the free, online Heads-Up Concussion in Youth Sports training before coaching any CYO sport. The training is available through the Centers for Disease Control and Prevention at [cdc.gov](https://www.cdc.gov). For the first sport coached that year, each coach must submit a printed certificate to the CYO Coordinator with the team roster; for each subsequent sport, the training date must be listed on the roster. Before participating in any athletic activity, every student-athlete and parent or guardian must read and sign the Parent/Athlete Concussion Information Form, which coaches must collect and retain until the end of the season.
- Each academic year, all head and assistant coaches must read and sign the Sudden Cardiac Arrest Education and Information Form before coaching any CYO sport. The signed and dated form must be submitted to the CYO Coordinator with the roster for the first sport coached that year; for each subsequent sport, the training date must be listed on the roster. Before participating in any athletic activity, every student-athlete and parent or guardian must read and sign the Athlete/Parent/Guardian Sudden Cardiac Arrest Symptom and Warning Signs Information Sheet and the Acknowledgement of Receipt and Review Form. Coaches must collect and retain these signed forms until the end of the season.

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

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

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

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

GUIDELINES FOR DISTRICT FINANCES

Each CYO district is responsible for maintaining and operating its own finances in the manner best suited to the district and the youth it serves. The District Priest Chaplain and the Office of Evangelization must receive an annual financial statement from each district for diocesan records. The Diocesan fiscal year runs from July 1 through June 30

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

- The District Board must develop and approve an operating budget before the beginning of each fiscal year.
- The person who prepares checks should not be authorized to sign them.
- The person who signs checks should not reconcile monthly bank statements.
- Every check must be signed by at least two authorized individuals. One signature should preferably be that of the Priest Chaplain.
- Signature stamps may not be used. Checks may not be signed in advance or without supporting documentation. An invoice or receipt must accompany every check request.
- Cash deposits should be made within 24 hours of receipt and should not be held.
- Cash should not be used to pay officials, gym fees, or other expenses. When cash payment is necessary, the district must retain documentation signed by the recipient as proof of payment. For payments to officials, each CYO program or district must maintain a form or spreadsheet containing the official's: the official's name, address, phone number, type of event officiated, date of event, amount paid, and a place for signature. Each official should sign next to his/her name and this form kept with the program/district finances.
- The District Treasurer is responsible for compiling an end of fiscal year report showing income and expenses. This report must be approved by the District Priest Chaplain and submitted to Office of Evangelization no later than July 30th.
- A parish or school that fails to cooperate in the funding of the district program without significant reason may be suspended from any CYO participation or fined in addition to seeking a just and proportionate share of the district expense, commensurate with the other parishes or schools in the district. If a district decides to impose a fine greater than \$50.00, Office of Evangelization must be consulted and approve of this action.

DIOCESAN ROSTER PROCEDURES:

- Complete each roster electronically in Microsoft Excel whenever possible. Rosters must be clear, legible, and typed rather than printed.
- If electronic completion is not possible, information must be typed or handwritten neatly in ink. Students may not complete rosters.
- Do not add fields such as addresses, jersey numbers, or other team information. The diocesan roster is not a team roster.
- Submit a separate roster for each sport, gender, and division. For example, baseball and midget cheerleading may not appear on the same roster.
- The last four digits of each coach's Social Security number—and only the last four—are required to distinguish coaches with similar names and to identify coaches who have changed their names.
- A current phone number must be provided for every coach. These numbers will be used only in extreme circumstances. A roster is incomplete without them.
- Stamped parish signatures are not accepted.
- Rosters will now be completed in a 2-step process. One roster will be completed for all coaches and submitted to the Diocese before the team's first practice. No coach will be allowed to practice without approval of the Safe Environment Coordinator and Parish Pastor.

Due dates for the Coaches documents are as follows:

- Fall Sports: Soccer, Volleyball and Cross Country – August 1
- Winter Sports: Basketball – October 1
- Spring Sports: Soccer, Volleyball, Baseball, Softball and Track – March 1st

A 2nd roster will be used for just the participants. These rosters are due as follows:

- Fall Sports: Soccer, Volleyball and Cross Country – September 1
 - Winter Sports: Basketball – November 1
 - Spring Sports: Soccer, Volleyball, Baseball, Softball and Track – April 1
-
- Additions to a completed, signed, and sealed roster, prior to the freeze date, should have a NEW roster completed (including signatures and seal) that includes each additional player.
 - There must be an individual roster for every sport, gender, and division (i.e. baseball should not be on the same roster as midget cheerleading).
 - Completed rosters, signed by the Pastor or parish priest moderator, with the parish seal affixed, must be postmarked and sent to the Office of Evangelization by the due date indicated for each sport. If rosters are not received by Office of Evangelization by the due date, that team is not eligible for participation in practices or games. Any games missed will be considered losses and not made up. It is up to the individual district to set the date they are due to the district.
 - Each parish that is a home parish to a student or coach on a roster must verify that all coaches/players are practicing members of their church and attending a religious education program or a Catholic school. The priest of each participant must verify they are practicing their faith. School principals or athletic directors ARE NOT permitted to sign rosters.
 - No Stamped Signatures from the Parish will be accepted.

- To simplify programs that are based out of a Regional School, or for merged church programs, it is simplest for each Parish to be entered onto its own roster (still broken down by age and sport) or a copy of the roster is given to every parish listed. Each parish signs and seals the roster to verify their students and all rosters are stapled together for submission to Office of Evangelization.
- The last 4 digits of the coach's social security number (and the last four digits only) are required and necessary to verify that two listings for a coach are the same person. This is also used to verify a female coach who had a name change.
- Phone numbers of coaches must be on file. They will be used only in extreme situations. A roster is considered incomplete if there are no phone numbers for every coach.
- Copies of completed certificate from the CDC Concussion Training and the signed Sudden Cardiac Arrest form must be attached to the roster for each coach the first time he/she coaches during an academic year. For each subsequent sport coached, the date of the training should be indicated on the roster.
- When filling out a roster, please follow these guidelines:

Eligible for: Girls Varsity, Boys JV, Boys Biddy, etc.

Parish/School: Entity that the CYO program is under

District #: 1 – Northampton; 2 – Lehigh; 3 – Berks;

4 – Southern Schuylkill; 5 – Northern Schuylkill and Carbon

DIOCESAN ROSTER ADDENDUM – CHAPERONES:

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

To account for these individuals, parishes are asked to submit the Roster Addendum Form - Chaperone (found on page **Error! Bookmark not defined.**) along with their roster form. Chaperones are required to comply with all diocesan safe environment policies, and be certified by their pastor/assistant pastor as being registered members of the parish, or involved with the parish CYO program

SPORTS PROPOSALS:

The following sports are currently approved by the Office of Evangelization as CYO or CYO-affiliated:

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

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

All proposals must include the following:

- Proposed Program--name of sport/event
- Proposed start date
- Sponsoring agent with signature of pastor/principal

- Proposed facilities to be utilized
- League Affiliation

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

Please distribute this information within your district.

CYO WAIVER REQUEST INFORMATION SHEET:

1. A CYO Activity waiver, if granted, is valid for one year and must be requested on an annual basis.
2. During the initial waiver process, the CYO District Commissioner needs to be consulted as to the feasibility of which parish/school program a waived individual would be allowed to attend.
3. A pastor or coach who does not wish to sign the form ends the process.
4. Office of Evangelization has final say over approval of a waiver. A waiver granted one year might be rejected the following year and vice versa.
5. Waivers are considered for the good of a program and not an individual.
6. Name and address of student this waiver is requested for:
7. Which parish is the student registered in? (Parish name and town)
8. Is this parish Roman Rite or Eastern Rite?
9. What school does the student attend and what is his/her grade level?
10. Did students attend this school last year? If not, what was last year's school.
11. Does student attend Mass every Sunday in the parish he/she is registered in? If not, what reasons are given.
12. Name of the religious instructional program attended by student (either catholic school or religious education program). Have students attended this program for the entire year?
13. 8. Was a waiver requested last year for this student? For what reason?
14. For what reason (s) is a waiver requested this year?

Please submit this request form to your District Commissioner by the date specified for each season

ELIGIBILITY STANDARDS:

Grades K-8

Rule A

AGE AND GRADE ELIGIBILITY:

Boys and girls who are registered members of the parish and/or attending a Catholic School in the Diocese of Allentown must be given the opportunity to participate in CYO sports and activities, provided they meet the religious, academic, and other requirements of the parish and Diocese.

A participant is ineligible if:

15 years of age before the date listed in Rule A, Section 2, or
has been promoted from the eighth grade.

Section 2 Age eligibility is September 1st

PARISH, SCHOOL AND PROGRAM ELIGIBILITY:

Section 3 A. A student who attends a parish or diocesan Catholic school, regardless of religious affiliation, may participate in the CYO program representing that school. A student may instead participate in his or her home parish or merged parish but may not participate in both programs and must remain with the selected program for the entire academic year.

Catholic participants must be practicing Catholics who attend Sunday Mass and participate weekly in religious education, PREP, or an approved youth ministry program when religious education is not offered. A non-Catholic student enrolled in OCIA/RCIA may participate at the discretion of the pastor.

B. Parishes wishing to merge for a sport or activity must submit a written request to the District Board for forwarding to the Office of Evangelization. The request must be signed by the participating pastors or their designated representatives and include the parish seal.

C. In a consolidated school serving more than one parish, if only one parish sponsors the CYO team, members of that parish and students at that school may participate for the parish team. A formal merger is required to include others.

Section 4 **SCHOOL SUSPENSION AND CYO ELIGIBILITY:**

A student who is suspended from school for behavioral reasons may also be suspended from, or declared ineligible to participate in, CYO activities.

Following review and discussion with the school principal, CYO may impose a corresponding suspension or a more serious consequence, including removal from participation. When conduct violates CYO expectations, the mission and values of CYO or the Catholic Church, or the safety and dignity of others.

A school suspension does not automatically result in CYO suspension; final authority rests with the Diocese.

TRANSFERS AND RECRUITING:

Section 5 A. A participant who transfers to a new parish or school for athletic purposes or because of recruiting is ineligible to participate in that sport for the new parish or school for one year, even if the participant's home address remains unchanged.

- B. A participant in grades 7 or 8 who transfers to a new parish or school is ineligible for that program for one year. An eligibility request may be submitted directly to the Diocesan CYO Coordinator at least 30 days before the official start of the season.
- C. A student who transfers to a new parish or school during the academic year may not participate in CYO activities for the new parish or school after rosters have been frozen. This applies to students in grades 7 and 8, varsity programs, and high school programs.
- D. Recruiting players is prohibited under all circumstances. Coaches and players who recruit are permanently ineligible for CYO participation.

HOMESCHOOLING:

Section 6 A student who is legally homeschooled may participate either for the home parish team or for the Catholic school team that the student's home parish would normally serve, provided the parish is within the Diocese of Allentown. The student must be enrolled in and attend the parish's religious education program, PREP, or have a letter from their Pastor.

PARTICIPATION IN MULTIPLE PROGRAMS:

Section 7 Parishioners may participate in CYO activities for their parish and may also participate on another school team during the same season, provided they comply with all applicable CYO eligibility requirements and scheduling rules.

PLAYOFF ELIGIBILITY AND RECORDS:

Section 8 To participate in District or Diocesan playoffs, a player must:

- Be listed on the official CYO roster;
- Be recorded in the official scorebook, as verified by the game official, for at least two-thirds of the team's scheduled games; and
- Have his or her first name, last name, and jersey number recorded in the official scorebook for each game.
- Two-thirds of the requirement applies notwithstanding injury or illness. Official scorebooks must be available for review by diocesan or district CYO personnel at any time.

Section 9 During District or Diocesan playoffs, the CYO team schedule takes precedence over a participant's non-CYO team schedule. If a participant chooses to attend a conflicting non-CYO game or event, he or she forfeits CYO eligibility for the remainder of the CYO postseason.

PROTEST AND INSURANCE:

Section 10 Eligibility violations may be protested according to Rule E: Protests.

Section 11 All CYO participants should have hospitalization or other primary health insurance. Diocesan insurance is secondary coverage. If a participant has no other insurance, diocesan insurance becomes primary coverage.

CATHOLIC SCHOOL ATHLETICS:

- Section 12 Catholic schools in the Diocese of Allentown are expected to provide comparable athletic opportunities for boys and girls. Because of the moral concerns and potential for physical injury associated with bodily contact, contact sports, including wrestling, field hockey, football, and basketball, are limited to single-sex teams.

DIOCESAN AUTHORITY:

- Section 13 The Diocese of Allentown retains final authority, in accordance with its pastoral and administrative responsibilities, to determine eligibility for participation in Diocesan CYO programs. The Diocese may deny or restrict participation when necessary to uphold CYO policies, protect participants, ensure fairness, or serve the mission of this Catholic ministry.
- Section 14 A grandfather clause can be added to make a smooth transition due to rule changes if so agreed upon by the Diocesan CYO Executive Board.

Grades 9-12

Rule B AGE AND ELIGIBILITY:

Section 1 All participants must be registered members of the parish and/or attending a Catholic High School in the Diocese of Allentown. Participants must meet the religious, academic, and other requirements of the parish and Diocese.

Catholic participants must be practicing Catholics who attend Sunday Mass and participate weekly in religious education, PREP, or an approved youth ministry program when religious education is not offered. A non-Catholic student enrolled in OCIA/RCIA may participate at the discretion of the pastor.

A participant is ineligible if he or she:

- Turns 19 before **September 1**;
- Has graduated from twelfth grade; or
- Has completed the academic year in which his or her entering freshman class graduates.

Only students in grades 9 through 12 may participate. However, a student in the elementary or middle-school grades who is ineligible for a parish grade-school program because of age must participate in the high school program of his or her parish or merged parish, when otherwise eligible.

TRANSFERS AND RECRUITING:

Section 2 A participant who maintains the same home address but transfers to a new parish for athletic purposes or because of recruiting is ineligible to participate in that sport for the new parish for one year.

Recruiting players is prohibited under all circumstances. Coaches and players who recruit are permanently ineligible for CYO participation.

HOMESCHOOLING:

Section 3 A student who is legally homeschooled may participate either for the home parish team or for the Catholic school team that the student's home parish would normally serve, provided the parish is within the Diocese of Allentown. The student must be enrolled in and attend the parish's religious education program, PREP, or have a letter from their Pastor.

Section 4 SCHOOL SUSPENSION AND CYO ELIGIBILITY:

A student who is suspended from school for behavioral reasons may also be suspended from, or declared ineligible to participate in, CYO activities.

Following review and discussion with the school principal, CYO may impose a corresponding suspension or a more serious consequence, including removal from participation. When conduct violates CYO expectations, the mission and values of CYO or the Catholic Church, or the safety and dignity of others.

A school suspension does not automatically result in CYO suspension; final authority rests with the Diocese.

PARTICIPATION ON OTHER TEAMS:

- Section 5 A player may not participate on a CYO team or a school team in the same sport during the same season. Township and recreation-league teams are exempt from this restriction.

PARISH MERGERS:

- Section 6 Parishes wishing to merge for a particular sport or activity must submit a written request to the District Commissioner for forwarding to the Diocesan CYO Executive Board. The request must be signed by the participating pastors or their designated representatives and include the parish seal.

NON-CATHOLIC STUDENTS IN CATHOLIC HIGH SCHOOL:

- Section 7 Non-Catholic students attending Catholic high schools may participate in the CYO high school program. The District Commissioner will determine the appropriate parish or CYO program for the student's participation.

INSURANCE:

- Section 8 All CYO participants should have hospitalization or other primary health insurance. Diocesan insurance is secondary coverage. If a participant has no other insurance, diocesan insurance becomes primary coverage.

CATHOLIC SCHOOL ATHLETICS:

- Section 9 Catholic schools in the Diocese of Allentown are expected to provide comparable athletic opportunities for boys and girls. Because of the moral concerns and potential for physical injury associated with bodily contact, contact sports, including wrestling, field hockey, football, and basketball—are limited to single-sex teams.

PROTESTS AND DIOCESAN AUTHORITY:

- Section 10 Eligibility violations may be protested according to **Rule E: Protests**.
- Section 11 The Diocese of Allentown retains final authority, in accordance with its pastoral and administrative responsibilities, to determine eligibility for participation in Diocesan CYO programs. The Diocese may deny or restrict participation when necessary to uphold CYO policies, protect participants, ensure fairness, or serve the mission of this Catholic ministry.

Grades 9-12

Rule C TOURNAMENTS AND SCHEDULING:

Section 1 Teams or players may participate in tournaments during the school year provided that the tournaments do not conflict with scheduled Diocesan CYO regular season or playoff dates.

For purposes of the season game limit:

- A single-elimination tournament counts as **one game**.
- A double-elimination tournament counts as **two games**.

No team may exceed the following number of games:

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

Section 2 A team or player participating in Diocesan CYO playoffs may not participate in another league or tournament when the outside event conflicts with a scheduled CYO playoff game. If an individual player violates this rule, only that player becomes ineligible; the entire team does not forfeit eligibility.

Section 3 A team or player that violates Section 1 becomes ineligible for the Diocesan CYO playoff program for one year.

Section 4 Violations of Sections 1 or 2 may be protested according to **Rule E: Protests**.

Rule D DIOCESAN PLAYOFF QUALIFICATION:

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

Section 2. In districts that conduct a tournament to determine the league champion, qualification for the Diocesan tournament will be determined as follows:

- The district tournament champion receives the first Diocesan tournament position.
- The regular-season champion receives one of the remaining Diocesan tournament positions, ordinarily the second position.
- If the regular-season champion and district tournament champion are the same team, the district tournament runner-up receives the remaining Diocesan tournament position.

These standards support CYO athletics as an orderly Catholic ministry in which competition serves the formation, unity, and well-being of young people rather than becoming an end.

Rule E GAME PROTESTS

- Section 1 Judgment calls made by game officials are not subject to protest. Only questions involving the interpretation or application of an eligibility, league, or game rule may be protested.
- Section 2 The head coach—or the assistant coach in the absence of the head coach—must notify both:
- The head official
 - The opposing team’s head coach, or assistant coach in the absence of the head coach,
- At the time the dispute occurs.
- Section 3 When possible, the protest must be noted in the official scorebook for basketball, volleyball, baseball, and softball.
- Section 4 If the game official leaves the playing area at the conclusion of the contest without having been notified that a protest is being lodged, the protest is automatically dropped. A protest that is not recorded in the official scorebook when required is also dropped
- Section 5 A protest must be submitted in writing to the District CYO Commissioner within 48 hours of the dispute. It must:
- Be signed by the pastor or parish priest moderator;
 - Have the parish seal affixed; and
 - Be postmarked and submitted within the required 48-hour period.
- A **\$30.00 fee** must accompany the protest. The fee will be refunded if the protest is upheld.
- Section 6 The District CYO Executive Board will review the protest. Both coaches will be given the opportunity to be present during the review.
- Section 7 If the protest is not satisfactorily resolved at the district level, it may be appealed to the Office of Evangelization and Formation in writing and in accordance with the requirements of Section 5.
- A **\$50.00 fee** must accompany the appeal. The fee will be refunded if the appeal is upheld.
- Section 8. In exceptional circumstances, the Office of Evangelization may assume final adjudicative authority over a protest or appeal. Its decision will be final.
- All participants in the protest process are expected to cooperate with legitimate CYO authority and to pursue resolution in a manner consistent with Christian charity, justice, and the common good

ADMINISTRATIVE APPEAL:

1. Issues must first be addressed at the parish or school where they arise. The parish or school should make a good-faith effort to resolve the matter fairly, respectfully, and in accordance with CYO policies.
2. If the matter cannot be resolved at the local level, the parish or school representative may appeal to the CYO District Commissioner. All relevant documentation and the findings of the parish or school must be forwarded to the district for review by the District Board.
 - The appeal must:
 - Be in writing;
 - Be signed by the pastor or parish priest moderator;
 - Have the parish seal affixed; and
 - Be postmarked and submitted to the CYO District Commissioner within 48 hours of the dispute.
 - A \$30.00 fee must accompany the appeal. The fee will be refunded if the local decision is overturned.
4. If the matter cannot be resolved at the district level, the District Commissioner will refer to it to the Office of Evangelization. The District Commissioner must forward all relevant documentation and the District Board's findings for diocesan review.

A **\$50.00 fee** must accompany the appeal to the Office of Evangelization. The fee will be refunded if the district decision is overturned.

Any appeal to the Office of Evangelization must be submitted in writing and must include the documentation and findings from the preceding levels of review.
5. A complaint submitted directly to the Diocesan CYO Office or the Office of Evangelization before the appropriate parish, school, or District process has been completed will be referred to the parish, school, or District level, as appropriate.

All parties are expected to cooperate with the established process and to pursue resolution with honesty, charity, respect for legitimate authority, and concern for the common good.
7. Decisions of the Office of Evangelization concerning administrative appeals are final.

Rule F MERGERS AND WAIVERS:

1. **For all Sports:** All proposed mergers are subject to the Diocesan eligibility regulations contained in the Diocese of Allentown CYO Rules and Guidelines, published in August 2017, as well as any current Diocesan policies.

Every merger must receive approval from both:

 - The CYO District Commissioner; and
 - The Office of Evangelization and Formation.

2. A merger should be requested only when it serves the good of the participating parishes and provides eligible parishioners with an opportunity to participate in a CYO sport or activity.
 - A parish that does not have enough eligible players to field a team in a particular sport or age group must have its parish CYO Director contact the District Commissioner to obtain a Merger Request Form.
 - The completed form must be submitted to the District Commissioner before the applicable seasonal deadline. It must include:
 - The signatures of the participating pastors;
 - The seal of each participating parish;
 - A completed roster.
3. A merger is approved for a specific sport or activity and does not automatically apply to any other sport or activity. A separate Merger Request Form must be completed and kept on file for each sport or activity in which the parishes participate.

Approval of a merger in one year does not guarantee approval of the same merger in a subsequent year.

A parish may not participate as part of a merged team unless an approved merger form is on file. Merger forms received after the applicable deadline will be considered only at the discretion of the District Commissioner. A signed and sealed form submitted without the Commissioner's prior approval is not valid and will be considered only at the discretion of both the District Commissioner and the Office of Evangelization and Formation.

MERGER REQUEST DEADLINES:

Fall Sports:

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

Winter Sports:

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

Spring Sports:

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

If a merger form is not received by the applicable deadline, the merger will be denied unless an exception is granted under this rule.

Parishes requesting a continuing merger must complete a Standing Merger Form. An approved standing merger remains in effect for five years and must be renewed every fifth year. Renewal years end in 0 or 5, such as 2010, 2015, 2020, or 2025.

A standing merger remains subject to current diocesan eligibility regulations and may not be presumed to apply to a sport or activity outside the scope of its approval.

Rule G WAIVERS:

For all CYO sports and activities, the CYO program must submit a completed CYO Waiver Request Information Sheet found on page 86 to the District Commissioner by the following deadlines:

Fall Sports:
August 15th

Winter Sports:
October 15th

Spring Sports:
March 15th

After preliminary review and approval, the official Waiver Form may be obtained through the District Commissioner.

A parent or guardian may request a waiver permitting a child to participate in a CYO program at another parish. During the initial review, the District Commissioner must be consulted to determine the appropriate parish or school program for the participant.

Waivers are granted for the good of a CYO program and the broader parish community, not solely for the benefit or convenience of an individual participant.

A waiver, if granted:

- Is valid for one academic year;
- Applies to the CYO program specified in the approval;
- Requires the participant to participate in all CYO sports and activities during that academic year through the approved program; and
- Must be requested again each academic year.

FINAL AUTHORITY:

The Office of Evangelization has final authority over the approval or denial of every waiver. Approval during one academic year does not guarantee approval in a subsequent year, and a waiver denied in one year may be approved in a later year if the circumstances and needs of the program change.

All merger and waiver decisions must promote the Catholic mission of CYO, protect fairness among participating parishes, and ensure that the gifts of individual participants serve the good of the team and the wider community.

OPEN EVENT CROSS COUNTRY

Diocesan Cross Country Meet: To be held in October

A. Eligibility

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

B. Divisions

8 Divisions (4 boys, 4 girls)

1. Kindergarten to Grade 2
2. Grade 3 to Grade 4
3. Grade 5 to Grade 6
4. Grade 7 to Grade 8

C. Courses

Division 1	½ Mile Fun Run
Division 2	1 Mile
Division 3	1 1/2 Miles
Division 4	2 Miles

D. Stipulations

1. Must comply with Diocesan rule on insurance and eligibility and have permission slip signed by parents or guardian.
2. Must compete on grade level.
3. No pacing of runners is allowed during any meet.

E. Awards

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

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

F. Videotaping

There will be no videotaping of any CYO Activities in the Diocese of Allentown.

(including Meta glasses)

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

BOYS AND GIRLS' VOLLEYBALL

A. Designation

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

B. Rosters

Each District Commissioner must submit to Office of Evangelization completed Fall rosters by September 1. Spring Rosters are due April 1.

C. Deadline

All Fall rosters are frozen as of September 15th. Spring rosters are frozen on April 15.

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

D. Game Rules

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

E. Uniform

- Shorts **MUST** be 5 inches or longer. Shorts shorter than 5 inches will be considered out of uniform. Follow the uniform policies and always dress appropriately out of respect for myself and others. Failure to follow the uniform policy could result in suspension.

F. Playing Time

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

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

diocesan CYO Administrative Official before coaching in the subsequent year.

- Any coach suspended from coaching a team is not eligible to be present as a fan for that CYO event.

G. Diocesan Playoffs

- First weekend in November for girls Fall volleyball. This date can change based on other factors such as gym availability or other scheduling conflicts. None for Spring volleyball.
- A Libero player can be used in any game and can be used in Diocese Tournament.
- **Warm-up Time:** 2 minutes of shared warm-up time - pepper on own side of net, followed by team winning coin toss gets 4 minutes of full court warm-up, followed by team losing coin toss gets 4 minutes of full court warm-up.
- Initial round of the tournament will be a round-robin format. The results will be used to place the teams by record into the semi-final round.
- The winning team must win by 2 points but will only play to 27. Then the first team reaching 27 is considered the winner.
- Games in the semi-final round will be 3 game sets. Best of three advances to finals. The 1st 2 games are 25, but must win by 2, with a cap at 27. The final game is to 15, must win by 2 with a cap at 17.
- The winners in the semi-final round will then play for the championship. The championship will be a 3-game set, best of 3. The 1st 2 games are 25, but must win by 2, with a cap at 27. The final game is to 15, must win by 2 with a cap at 17.

H. Eligibility (See Eligibility Rules A to D)

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

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

I. Dates

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

J. Videotaping

There will be no videotaping of any CYO Activities in the Diocese of Allentown, including the use of Meta Glasses.

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

GOLF

A. Designation

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

B. Rosters

Each District Commissioner must submit completed Fall rosters to Office of Evangelization and Formation by September 1st.

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

C. Eligibility

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

D. Game Rules

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

E. Practice and Competition

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

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

There is currently no Diocesan Championship Tournament organized by the Diocese of Allentown Office of Evangelization and Formation/CYO.

F. Videotaping

There will be no videotaping of any CYO Activities in the Diocese of Allentown including the use of Meta Glasses.

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

SOCCER

A. Designation

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

B. Rosters

Each District Commissioner must submit completed Fall rosters to Office of Evangelization by September 1st. Spring Rosters are due April 1st.

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

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

Programs that offer Soccer during only one Sports Season:

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

C. Eligibility

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

D. Game Rules

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

E. Playing Time

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

F. Videotaping

There will be no videotaping of any CYO Activities in the Diocese of Allentown including the use of Meta Glasses.

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

BASKETBALL

A. Designation

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

B. Rosters

Each District shall submit grade school rosters to Office of Evangelization and Formation by November 15th.

High School and biddy development rosters are due by December 1st.

C. Deadline

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

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

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

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

D. Eligibility

Biddy Basketball is grades 1 through 4.

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

Varsity Basketball is grades 7th and 8th. Any player who is in 6th grade and is listed on both a JV and Varsity roster and is a starter or plays significant time on the varsity team should not play in the 6th grade league.

High School grades are 9 through 12.

E. Game Rules

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

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

F. Playing Time

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

- Only players that meet all eligibility requirements, both team-specific (such as required attendance at practices) and diocesan, may be allowed to play in any game.
- Varsity
 - Coaches are encouraged to give every player an opportunity to participate in all games in some capacity. **Though not mandated, when a participant signs up**

for the CYO program they expect, and have the right, to play in all games. Coaches must encourage and instruct all the young athletes if they are to have rewarding experience in sports.

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

G. Diocesan Playoffs

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

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

H. Dates

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

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

J. Videotaping

There will be no videotaping of any CYO Activities in the Diocese of Allentown including the use of Meta Glasses.

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

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

K. Uniform Rule

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

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

Shorts need to be 5 inches or longer for all uniforms

No Meta Glasses while participating in practice or a game

Any violation of the uniform policy could result in suspension

BASKETBALL SPORTSMANSHIP RULE:

Grade School

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

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

If the score gets back under 20 points, this rule is suspended.

High School

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

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

If the score gets back under 30 points, this rule is suspended.

Protest

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

As a result:

1. A hearing will be held with both coaches and the District Board to determine if the complaint is justified and the Pastor will be notified by mail.

2. With a second justifiable complaint, the coach will no longer be allowed to be a part of the CYO Program as this is a blatant abuse of the “ideals” and “goals” of the Coaches’ Training Program of the Diocese of Allentown.

THIS RULE WILL BE USED IN DIOCESAN PLAYOFF GAMES.

CHEERLEADING:

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

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

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

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

E) Cheerleading squads submit separate rosters for each Division and /or if they are cheering during more than one season.
F) All rosters are frozen as of:
1) FALL cheerleading: October 1st
2) WINTER cheerleading: January 1st
3) SPRING cheerleading: May 1st

8. Cheerleaders will not be able to wear jewelry. Medical bracelets are exempt from this rule but must be taped to the wrist for all cheerleading activities.
9. Cheerleaders' hair of shoulder length or longer must be pulled back in a ponytail or braid.
10. Cheerleaders' make-up must be modest and age appropriate, which is at the discretion of the coach and / or parents.

UNIFORMS MUST BE APPROPRIATE IN STYLE AND LENGTH. NO BARE MIDRIFF ALLOWED.

11. Coaches are responsible for their cheerleaders' conduct.
The following must be adhered to:
 - A) No booing
 - B) No show of poor sportsmanship
 - C) No kicking of benches and/or bleachers
 - D) No Cheering during a foul shot time for either team. Foul shot time is defined as when the player and/or players approach the foul line area until the clock starts again and/or the game is over.
12. Pom-poms for indoor usage are not allowed on the playing floor at any time except at half-time of games.
13. Signs and/or banners, where permitted, may be attached to walls etc. with masking tape and must be removed completely before leaving the playing area. Signs may only be used as a prop by the cheerleaders.
14. Both cheerleading squads may be on the playing area for pre-game warm-ups and/or opening and/or closing game ceremonies provided that they do not interfere with the players during the warm-up.
15. For outdoor cheerleading activities, the cheerleading area is behind the players' bench and at a safe distance from the sideline boundary of the field of play. It is the responsibility of the coaches to ensure that the area is safe for cheerleading.
16. For indoor cheerleading activities, the cheerleading area will be the bleachers and/or a safe distance from the sideline boundary of the field of play while the game action is going on. Seated bench cheers are permitted at any time, excluding during foul shot time. See Item 11-D. Standing sideline cheers are allowed only during a dead ball, while the clock is stopped and excluding during foul shot time. **NO MOUNTS ARE PERMITTED ON THE SIDELINE AT ANY TIME PRIOR TO, DURING OR AFTER THE GAME.**
17. Cheerleading Protocol states that the visiting squad should cheer first then followed by the home team. This protocol should be followed when squads are allowed on the playing area, except for Item 14.
18. All tumbling must be performed without the aid of spotters. Also, no layout or twisting flips allowed.
19. The following tumbling skills will be permitted as follows:
 - A) Biddy level: Only cartwheel, split, forward and backward roll regardless of the status of the squad.
 - B) JV and Non-mounting Varsity Squads: All of the biddy level plus round off, handstand and backbends
 - C) Varsity Mounting Squads: All of the biddy level, JV and Non-Mounting Varsity Squads plus back and front walkover, back and front handspring and back tuck

20. Basic Mount Definitions:
- A) Base: support person maintaining weight bearing contact with the cheering surface
 - B) Flyer: an individual who is supported off the cheering surface by one or more bases
 - C) Back Spot: a cheerleader who provides non-weight bearing support during the stunt and aides in the mounting and dismounting of a flyer during the stunt
 - D) Extensions that have weight bearing points on the flyer over the head of the base are not permitted.
21. Mounts will be allowed according to the following guidelines:
Safety is our priority. No cheerleader is to perform a mount that exceeds their ability.

The following are strictly prohibited at all levels:

- 1. Extension mounts (with the exception of an extended chair mount)
 - 2. Basket toss
 - 3. Sweep, flip or twisting dismounts
 - 4. Pendulum or table top mounts
 - 5. More than one flyer per mount
 - 6. Unguided dismounts (with the exception of a pop to cradle for varsity)
 - 7. Moving mounts which do not have a back spot
 - 8. Bases providing primary support for more than one flyer
- B) No mounting is allowed at all for the Biddy level
- C) JV and Non-Mounting Varsity Squads must always maintain one foot on the floor during the creation of mounting formations.
- D) JV Mounting Squads may mount to a 1-½ person's height level. Flyer's feet must not be higher than ½ of the standing height of the base. Standing base must always maintain hand to body contact with the flyer
- E) Varsity Mounting Squads may mount to a 2 person's height level. Flyer's feet may not be higher than the shoulder of the standing height of the base. One foot must remain no higher than shoulder level when the mount is set.
All mounts at this height level require having a back spot. The only allowable dismounts at this level are a step off, stomach/shove wrap or a pop to cradle dismount.
- F) Pyramids and/or formations may interconnect mounts. However, each mount group must be able to perform the stunt as an individual group. Flyers must receive primary support from the bases in their mount. Connections to mounts must be superficial.
22. Routines must be appropriate for family viewing. Any vulgar or suggestive movements, words or music will result in elimination. This includes but is not limited to:
- No tear-away uniforms or removal of clothing is allowed.
 - No pelvic thrusts, body waves/rolls, extreme hip gyrations, upper body movements that have a sexual connotation.
 - No bending with bottom facing the audience
 - No sticking out tongue or any facial expressions or movements of a sexual nature.

Additional Rules for Cheerleading Competition and Exhibition

DISTRICT COMPETITION & DIOCESAN FINALS

ALL DIVISIONS

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

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

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

9. Maximum time for each *exhibition* routine will be 1 ½ minutes. All rostered age divisions are invited to participate in the exhibition portions of the Diocesan Competition but are not eligible for competition awards. The exhibition is solely for the purpose of additional squads to showcase their talents and so they experience a competition at this level to encourage future participation.

10. Rules for individual division:

- A. **Cheerleading – Both Divisions:** Each squad will perform a routine with cheers, mounts and dance. Cheerleaders will be judged during the entire performance time.
- B. **Cheerleading Non-Mount Division:** Squads must always maintain one foot on the floor during the creation of formations. Jumps and tumbling are permitted as set forth for non-mounting squads in the Diocesan Cheerleading Rules.
- C. **Cheerleading Mount Division:** Squads may only perform mounts which comply with criteria set forth in Diocesan Cheerleading Rules. Jumps and tumbling are permitted as set forth for Mounting Squads in the Diocesan Cheerleading Rules.
- D. **Pom Dance Division:** Mounts are prohibited for all squads in this division. Squads must always maintain one foot on the floor during the creation of formations. Jumps and tumbling are permitted to the level of Non-Mount Squads as set forth in the Diocesan Cheerleading Rules for ALL squads participating in the Pom Dance Division regardless of squad status (Mount/Non-mount).

11. Disturbing or interrupting the performing squad in any manner is **STRICTLY FORBIDDEN**. Other than during a squad's performance, cheering by squads is limited to response cheers, practice, and intermissions. A penalty of five (5) points will be deducted from the final score of all divisions participated in by a squad who violates this rule.

12. There will be no more than 5 judges. High and Low scores will be eliminated. The remaining scores will be totaled. Do not round or average scores. Only judges and the event moderator will have access to the score sheets.

Each district will supply one judge for Diocesan competition. Each judge will be deemed eligible under these standards:

- Cannot be related to any member or coach of any squad.
- Cannot be in any way responsible for the choreography of any dance or cheerleading routine
- Must have a minimum of two (2) years of cheer or dance experience at the high school level or higher
- Will not have any CYO suspension or other disciplinary action on record.

13. Penalties for violation of the above rules are assessed by the moderator after the judges have scored. A five (5) point penalty is assessed to the final score for each violation. Any protest regarding a squad's performance must be made to the moderator during the intermission immediately following the division. **No protest is to be made in the presence of the judges.**

14. In the event of a tie in the first place position the high and low score are added back into the raw scores of the squads involved in the tie and all scores added. The new total is used to determine a 1st and 2nd place team. At the District Competition, it is recommended that the tie breaker rule is only implemented in the case of a first place tie. Ties for 2nd or 3rd should remain, giving all squads awards.

15. All decisions of the judges and competition moderator will be final.

Inappropriate behavior, as deemed by the judges, will result in elimination.

OPEN EVENT TRACK AND FIELD:

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

1. Eligibility
See Eligibility Rule A
 2. Age requirements:
 - A. Students must be in the 6th, 7th or 8th grade to participate
 - B. 8th grade division: no student may be 15 years of age or older before September 1st of the previous year.
 - C. 7th grade division: no student may be 14 years of age or older before September 1st of the previous year.
 - D. 6th grade division: no student may be 13 years of age or older before September 1st of the previous year.
 3. All standard CYO roster rules apply. Rosters are due to Office of Evangelization and Formation by April 1st.
 4. In addition to the Head Coach, each team must have rostered **1 coach/chaperone per every 10 players**. All chaperones must comply with current Diocesan safe environment requirements and be included on the Diocesan Roster Addendum - Chaperone Form (see page **Error! Bookmark not defined.**). They DO NOT need to attend the CYO coach's clinic or complete concussion and sudden cardiac arrest training.
 5. Any changes to the roster that must be made on the day of the meet (except for injury) must be made 30 minutes prior to the meet. These should be kept to a minimum.
 6. All non-participants must remain off the field throughout the competition.
Participants waiting for their event are asked to wait off the track.
 7. No starting blocks or spikes will be allowed.
 8. No pacing of runners allowed.
 9. If there is a question regarding an event, the referee should be informed immediately.
 10. Running events take precedence over field events.
 11. All participants must compete on grade level only, except for relays who must compete at the highest grade level of the team.
 12. Any student may participate in a maximum of 4 events, but any one parish/school may enter no more than 3 participants per event, except for the 4-person relay.
 13. Points will be awarded as follows:

1 st place	6 points
2 nd place	4 points
3 rd place	3 points
4 th place	2 points
5 th place	1 point
- EXCEPTION: Relays will only award 1st place points
14. One team trophy will be awarded within 1 (one) hour of the ending of the final event. The team with the most points overall is declared the champion.

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

Diocesan CYO Track & Field Events by Division

8th Grade Boys

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

7th Grade Boys

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

6th Grade Boys

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

8th Grade Girls

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

7th Grade Girls

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

6th Grade Girls

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

BASEBALL

A. Designation

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

B. Rosters

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

C. Deadline

All rosters are frozen as of April 15th.

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

D. Game Rules

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

E. Playing Time

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

F. Pitch Count Regulations

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

G. Eligibility

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

H. Playoffs

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

I. Special Game Rules

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

J. Practice

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

K. Videotaping

There will be no videotaping of any CYO Activities in the Diocese of Allentown including the use of META GLASSES.

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

SOFTBALL

A. Designation

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

B. Rosters

Each District Commissioner must submit to Office of Evangelization and Formation, completed rosters by April 1st.

C. Deadline

All rosters are frozen as of April 15th.

D. Game Rules

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

E. Playing Time

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

E. Eligibility

See Eligibility Rules.

F. Dates

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

H. Special Game Rules

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

I. Videotaping

There will be no videotaping of any CYO Activities in the Diocese of Allentown including the use of META GLASSES.

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

Diocesan CYO Softball Rules

THE GAME

PIAA Rules will be followed with the following exceptions:

- A. Base Coaches: A team member or rostered adult.
- B. There shall be 10 fielding players. No designated hitter or extra hitter allowed.
- C. A pitcher who hits 3 batters in one inning or 5 batters in one game will be removed from the game as a pitcher.
- D. A batter, who, in the opinion of the umpire, deliberately attempts to be hit by a pitch, shall be declared out.
- E. Pitching distance: 40 feet.
- F. PIAA uniform code will not be enforced, but players on the same team should have the same color shirt and have numbers prominently displayed.

DIOCESAN SPELLING BEE

Rules and Regulations

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

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

DIOCESAN ACADEMIC BOWL

Rules and Regulations

1. Format

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

2. Team Players and Substitutions

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

3. Games

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

4. Answering

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

B. Toss-Up Questions

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

value. The bonus will still be available.

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

C. Bonus Questions

1. Bonus questions are given to the team who answer a toss-up question correctly.
2. The team captain is the only person permitted to answer.
3. Conferring is permitted until the team captain is recognized to answer.
4. When the judge determines that verbal conferring has taken place during the captain's answering, the answering team will not be awarded any of those bonus points.

5. Scoring

- a. A correctly answered toss-up question is valued at 10 points.
- b. A correctly answered bonus question is valued at 5 points, with a total of 20 points per bonus section available through 4 questions.
- c. With some bonus questions a team may receive all or part of the total point value. The questioner and/or judge determine this after deciding the completeness and accuracy of the response.

6. Timing

- a. The timekeeper will begin timing after the question has been completely read and stop timing when a player is recognized to answer.
- b. If an incorrect toss-up answer is given, the option to answer goes to the other team, and they have the remaining time in which to respond.
- c. Toss-up times are 10 seconds for all areas except math questions, which are 30 seconds.
- d. Bonus times are 30 seconds for all areas except math questions, which are 50 seconds.

7. Personnel

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

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

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

8. Scoring and Awards

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

One award will be given to the Championship Team.

ADDENDUM

DIOCESAN FORMS

*Policies; Transportation; Safe Environment;
Insurance and Liability; Coach Forms, including
Assistant Coach and Student Helper Forms; Waiver
Requests; and Service Project Reports.*

FACILITY USAGE BY NON-DIOCESAN PROGRAMS:

When non-diocesan sponsored or affiliated groups use diocesan facilities or property, they must sign a Facility Usage/Indemnity Agreement. The Facility Usage/Indemnity Agreement (page 56) requires the facility user to provide the diocesan location with a certificate of insurance documenting general liability coverage in the amount of \$2,000,000 per occurrence. This certificate of insurance must name your diocesan location, the Diocese, Bishop Schlert and the pastor, or administrator as an additional insured on the certificate and their policy. It is not adequate to obtain a certificate of insurance, which names the location only as a “certificate holder.”

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

DIOCESE OF ALLENTOWN
FACILITY USAGE/INDEMNITY AGREEMENT

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

FACILITY
USER: _____

DATES OF FACILITY
USAGE: _____

TYPE OF FACILITY USAGE: _____

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

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

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

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

NAME (Please
print): _____
DATE: _____

DIOCESE OF ALLENTOWN CYO PARENTAL/GUARDIAN PERMISSION FORM & RELEASE

Participants Name: _____ Birth Date: _____ Gender: _____

Parent/Guardian's name(s): _____

Home phone: _____ Alternative phone: _____

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

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

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

MEDICAL MATTERS

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

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

Name & Relationship: _____ Phone: _____

Family Doctor: _____ Phone: _____

Medical Insurance Health Plan Carrier: _____

Group #: _____ I.D.#: _____

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

Form continued on the next page, signature required

MEDICAL MATTERS (CONT.)

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

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

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

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

Does child have a medically prescribed diet?

Any physical limitations:

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

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

MULTIMEDIA USAGE

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

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

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

Participants signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

DIOCESE OF ALLENTOWN

PARENTAL/GUARDIAN PERMISSION FORM & RELEASE

TRAVEL FORM

Participants Name: _____ Birth Date: _____ Gender: _____

Parent/Guardian's name(s): _____

Home phone: _____ Alternative phone: _____

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

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

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

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

MEDICAL MATTERS

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

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

Name & Relationship: _____ Phone: _____

Family Doctor: _____ Phone: _____

Medical Insurance Health Plan Carrier: _____

Group #: _____ I.D.#: _____

Form continued on the next page, signature required

MEDICAL MATTERS (CONT.)

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

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

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

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

Does child have a medically prescribed diet?

Any physical limitations?

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

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

MULTIMEDIA USAGE

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

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

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

Participants signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

DIOCESE OF ALLENTOWN TRANSPORTATION POLICY:

The Diocese of Allentown prioritizes safe, reliable, and properly insured transportation for all parish, school, and diocesan activities. Those responsible for arranging transportation must exercise prudent care, comply with applicable civil and diocesan requirements, and take reasonable steps to prevent harm.

PREFERRED TRANSPORTATION:

Commercial carrier or contracted transportation is the most desirable method to be used and, Commercial carriers or contracted transportation services are the preferred methods of transportation and should be used whenever reasonably possible. The use of private passenger vehicles is discouraged and should be avoided whenever possible.

When using a commercial carrier, such as a commercial airline, train, or bus, no additional transportation documentation is required under this policy.

When transportation is contracted, such as through a chartered bus company:

- A written contract must be drawn up with the carrier.
- The contract must include an appropriate hold-harmless agreement protecting the parish, school, diocesan location, and Diocese of Allentown.
- The carrier must provide proof of insurance with minimum liability limits of \$2,000,000 CSL (Combined Single Limit).

PROHIBITED VEHICLES:

The Diocese of Allentown prohibits the use of 11- to 15-passenger vans to transport any person for parish, school, or diocesan activities.

USE OF PRIVATE PASSENGER VEHICLES:

If a private passenger vehicle must be used, the following requirements apply.

DRIVER REQUIREMENTS:

Every employee or volunteer who drives on behalf of a parish, school, or other diocesan location must:

- Be at least 21 years of age;
- Hold a valid, non-probationary driver's license;
- Have no physical disability or medical condition that could impair the ability to operate the vehicle safely;
- Complete the Be Smart–Drive Safe defensive-driver training before performing any driving duties; and
- Complete and submit a Volunteer Driver Form for each vehicle before the trip.

The *Be Smart–Drive Safe* course may be accessed through the CMGConnect icon in the lower-right corner of the diocesan website, www.allentowndiocese.org

VEHICLE AND INSURANCE REQUIREMENTS:

Each vehicle used for diocesan transportation must:

Have valid and current registration;
Display valid license plates; and
Be insured with minimum liability limits of \$100,000 per person and \$300,000 per occurrence.

A completed and signed Volunteer Driver Form, found on page 63, must be obtained for each vehicle before transportation takes place.

Automobile insurance generally follows the vehicle. Therefore, when an employee or volunteer uses a personally owned vehicle for a parish, school, or diocesan trip, the driver's personal automobile insurance is primary.

DRIVING RECORD RESTRICTIONS:

An individual is prohibited from driving on behalf of a parish, school, or diocesan location if the individual's driving record during the preceding 10 years includes a citation for any of the following:

Driving under the influence of alcohol or drugs;
Hit-and-run;
Failure to report an accident;
Negligent homicide;
Operating a motor vehicle while the driver's license is suspended or revoked;
Using a motor vehicle in the commission of a felony;
Operating a motor vehicle without authority, including grand theft;
Permitting an unlicensed person to drive;
Reckless driving; or
Participating in a speed contest, including drag racing.
All transportation arrangements must be reviewed with particular attention to the safety and dignity of every person being transported.

DIOCESE OF ALLENTOWN DRIVER INFORMATION FORM

Driver

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

Vehicle That Will Be Used

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

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

Insurance Information

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

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

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

Driving Record

- 1) I certify that I have NOT had a conviction for any of the following violations in the past ten years:
 - Driving under the influence of alcohol or drugs
 - Hit and Run
 - Failure to report an accident
 - Negligent homicide
 - Operating a Motor Vehicle during a period of suspension or revocation
 - Using a Motor Vehicle for the commission of a felony
 - Operating a Motor Vehicle without authority (grand theft)
 - Permitting an unlicensed person to drive
 - Reckless Driving
 - Speed Contest (drag racing)
- 2) I certify that my driving record does not include a total of three accidents and/or moving violations in the past five years.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used for a parish, school or diocesan location activity or business. I have successfully completed the BE-SMART, DRIVE SAFE on-line training. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Signature

Date

GUIDELINES FOR CERTIFICATES OF COVERAGE:

When a parish, school, or other diocesan organization uses a **non-Diocesan facility**, the property owner may require a Certificate of Coverage. Catholic Mutual Group provides these certificates.

THE CERTIFICATE OF COVERAGE:

- Verifies the insurance coverage applicable to the organization's activities; and
- May extend coverage to the property owner when requested and approved.

By providing the certificate to the property owner, the organization confirms the coverage listed on the certificate.

COORDINATING CERTIFICATE REQUESTS

Before contacting Catholic Mutual Group, coordinate the request with the needs of the entire CYO program at the parish, school, or other diocesan location. In many cases, one certificate can cover multiple teams using the same facility or several facilities owned by the same organization.

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

CONTRACTS AND FACILITY AGREEMENTS

A property owner may require the organization to complete or sign a facility-use agreement. These agreements often include a hold-harmless or indemnification provision that could expose the **DIOCESE TO ADDITIONAL LIABILITY.**

To allow Catholic Mutual Group to evaluate all potential liabilities associated with issuing a

CERTIFICATE OF COVERAGE:

All contracts, agreements, and applications must be submitted with the certificate request.

If the property owner requires designation as an additional insured, the request must be submitted in writing.

If the requirement is not included in a contract or agreement, a letter from the property owner stating the requirement is sufficient.

Contracts and agreements should be reviewed carefully and executed in good faith, with appropriate attention to the protection of diocesan property and interests.

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

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

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

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

**DIOCESE OF ALLENTOWN
REQUEST FOR LIABILITY CERTIFICATES**

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

SPONSORING PARISH/SCHOOL: _____

ADDRESS: _____

EVENT: _____

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

LOCATION (S) OF EVENT: _____

CERTIFICATE HOLDER (entity requiring the certificate)

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

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

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

APPLICATION OR CONTRACT ATTACHED _____ NO CONTRACT REQUIRED _____

MINIMUM AMOUNT OF COVERAGE REQUESTED:

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

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

FORWARD ORIGINAL CERTIFICATE TO: _____

E-mail address: _____

FORWARD PARISH/SCHOOL COPY TO: _____

E-mail address: _____

**DIOCESE OF ALLENTOWN
SAFE ENVIRONMENT PROGRAMS:
BACKGROUND CHECK POLICY**

September 25, 2015

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

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

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

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

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

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

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

EMPLOYMENT IN DIOCESAN SCHOOLS

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

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

This is Catholic Mutual's Telephone Number.

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

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

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

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

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

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

Emergency Response Team Members are:

Dr. Michael St Pierre – Diocese Education Superintendent

Karen Rolston - Diocese Education Assistant Superintendent

Jessica Farnschlader – Catholic Mutual Group Assistant Claims and Risk Manager

David Wong – Diocese Property and Facilities Director

Pam Russo – Diocese Secretary Health Human Services and Youth Protection

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

DIOCESE OF ALLENTOWN

STUDENT AND ATHLETIC ACCIDENT PROGRAM – 2026-2027

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

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

DEFINITIONS:

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

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

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

HOSPITAL - Means an institution which:

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

PHYSICIAN - Means a person who is:

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

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

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

Surgery - covered up to the Usual and Customary charge.

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

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

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

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

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

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

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

CLAIMS PROCEDURES - In the event of an Injury:

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

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

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

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

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

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

INCIDENT PROTOCOL

CYO-related Issues

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

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

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

1. Submit a completed Incident Report Form (page 72) to your parish CYO representative, who will then contact the CYO District Commissioner, for further investigation.
2. If necessary, the District Commissioner will consult with the Diocesan Office. All decisions will be made in accord with the current CYO Handbook policies and historical precedent.
3. It is the responsibility of the parish CYO representative involved in the incident to follow up with all parties involved in the initial report, and to communicate the response and course of action taken for the incident. (Depending on the severity of the incident, and subsequent corrective action, communication may come directly from the District Commissioner or the Diocesan CYO Office.)

Medical Emergency/Injury Reporting

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

1. For all emergencies requiring immediate medical attention, call 911. Further, please contact the Emergency Response Team from Catholic Mutual @ (610) 439-7696. Further details are found on **pages 67**.
2. For all injuries, an incident report form should be completed within 48 hours of injury, and submitted directly to the Diocesan CYO office at djones@allentowndiocese.org



DIOCESE OF ALLENTOWN CYO INCIDENT REPORT FORM

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

Name of Injured Person: _____ Phone: _____

Complete address: _____

Names of Witnesses and their complete addresses and phone numbers:

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

Who was involved? _____

What took place? _____

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

Where did it happen? _____

Why did it happen? _____

How did it happen? _____

Corrective Action:

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

2. If yes, state why. _____

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

Training:

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

Incident Investigation conducted by: _____

Signature of individual in charge _____

Date report prepared _____

**DIOCESE OF ALLENTOWN
Office of Evangelization
1515 Martin Luther King Jr. Dr.
Allentown, PA 18102**

CYO ASSISTANT COACHES FORM

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

Name _____

Home Address _____

City State Zip _____

Phone # _____

CYO Program assisting with _____

CYO Activity assisting with _____

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

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

Coach's or Moderator's Name: _____

Coach's or Moderator's Signature: _____

Parish/Location: _____ District: _____

Date _____

Date received in Diocesan Office _____

**DIOCESE OF ALLENTOWN
Office of Evangelization
1515 Martin Luther King Jr. Dr.
Allentown, PA 18102**

CYO HIGH SCHOOL STUDENT HELPER FORM

THIS FORM IS FOR ALL HIGH SCHOOL STUDENTS UNDER AGE 18

Name of High School Student _____

Home Address _____

City State Zip _____

Phone # _____ Grade _____

CYO Program assisting with _____

CYO Activity assisting with _____

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

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

Coach's or Moderator's Name: _____

Coach's or Moderator's Signature: _____

Parish/Location: _____ District: _____

Date _____

Date received in Diocesan Office _____

Service Projects for Practicing The Corporal and Spiritual Works of Mercy

Jesus calls every Christian to serve others with love and compassion. CYO teams are encouraged to make service a regular part of their season by practicing the corporal and spiritual works of mercy. Each CYO team must complete at least one service project during the academic year. After completing the project, the team must submit the CYO Community Service Project Report (page 89) to the parish representative. The parish representative will forward the report to the District Commissioner and the Diocesan CYO Office.

The Corporal and Spiritual Works of Mercy

The corporal works of mercy serve people's physical needs. The spiritual works of mercy serve the needs of the mind and soul. Through both, we recognize the dignity of every person and follow Christ's command to love our neighbor.

The Corporal Works of Mercy

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

The Spiritual Works of Mercy

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

SUGGESTED CYO SERVICE PROJECTS:

The following examples may be completed by individual teams or by the larger CYO program. Projects should be planned with appropriate adult supervision and in cooperation with the parish, charitable organization, or facility involved.

Feed the Hungry

- Hold a food drive for a parish food pantry or local food bank.
- Volunteer at a food pantry or soup kitchen.
- Prepare meals for a family experiencing illness, bereavement, or the arrival of a new baby.
- Assemble food baskets or care packages for families in need.
- Collect food or donations at CYO games for a local charity.

Give Drink to the Thirsty

- Provide water at a parish or charitable walk or race.
- Give water to people experiencing homelessness through an established charitable organization.
- Offer water and assistance to a neighbor who is elderly, ill, or working outdoors.
- Promote responsible care and conservation of water.

Clothe the Naked

- Hold a clothing drive for Catholic Charities, St. Vincent de Paul, a homeless shelter, or a community clothing closet.
- Collect new socks, underwear, coats, hats, gloves, or baby clothing.
- Help sort donations at a clothing closet or resale shop.
- Participate in a parish Giving Tree.

Shelter the Homeless and Welcome the Stranger

- Donate household goods or volunteer with Habitat for Humanity or a local shelter.
- Help prepare or maintain a shelter.
- Welcome new parishioners, students, or neighbors.
- Donate needed items to Catholic Charities or another reputable charitable organization.
- Participate in a Giving Tree or adopt a family in need during the Christmas season.

Visit the Sick

- Visit residents of a nursing home or senior-care facility, with permission.
- Send cards to people who are sick, homebound, or hospitalized.
- Read to residents, play games, or assist with an approved activity.
- Help a homebound parishioner with yard work, snow removal, errands, or other practical needs.
- Volunteer with a hospital, hospice, or senior-care organization, in accordance with its requirements.

Visit the Imprisoned

- Support an approved parish or diocesan prison ministry.
- Prepare care packages or gifts for families affected by incarceration.
- Assist a local halfway house or reentry program.
- Treat people who are imprisoned, detained, or restricted by disability with dignity and friendship.

Comfort the Sorrowful and Bury the Dead

- Pray for those who have died and for their families.
- Attend a wake or funeral when appropriate to support the grieving.
- Prepare a meal or provide practical assistance to a grieving family.
- Visit a cemetery and pray for the dead.
- Help maintain a parish or diocesan cemetery.
- Assist a widow, widower, or grieving family with errands or household tasks.

Instruct the Uninformed

- Tutor a student or help with homework.
- Share a skill, talent, or musical ability.
- Assist with parish religious-education activities.
- Teach younger CYO members a useful skill.

Counsel the Doubtful

- Listen patiently to someone who is struggling.
- Offer encouragement and, when appropriate, help the person seek guidance from a parent, coach, priest, counselor, or other trusted adult.
- Pray with or for someone who is experiencing difficulty.

Admonish the Sinner and Forgive Offenses

- Speak privately and charitably when someone is choosing something harmful or seriously wrong.
- Encourage someone burdened by sin to seek God's mercy, especially in the Sacrament of Reconciliation.
- Forgive those who have caused harm, while seeking appropriate help when safety or serious wrongdoing is involved.
- Bear wrongs patiently and avoid retaliation or gossip.

Pray for the Living and the Dead

- Pray for the sick, grieving, homebound, and deceased.
- Pray for the intentions listed in the parish bulletin.
- Pray for priests, deacons, religious, seminarians, and those serving the Church.
- Include a brief prayer for the living and dead at team practices or meetings.

CYO service should lead young people to recognize Christ in others and to become faithful witnesses through charity, justice, and practical service.

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

RECOMMENDED FIRST AID KIT CONTENTS

General Supplies

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

Additional Supplies

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

Supplies for Individual Athletes

- Epi Pen (for allergic reactions)
- Inhalers