

St. Mary Parish
Wayne, Michigan
Catholic Youth Organization
Handbook

Table of Contents

Parish Mission Statement.....	3
CYO Mission Statement.....	4
Introduction.....	5
Administrative Guidelines.....	6
Coach's Guidelines.....	8
Participants Guidelines.....	9
Parents/Guardians Guidelines.....	11
Conflict Resolution Guidelines.....	13
CYO By-Laws.....	14

St. Mary Parish Mission Statement

Jesus commands us to love God and neighbor.

We commit our energy, resources and love to build up the Kingdom of God by celebrating the Sacraments, caring for those in need, educating our young, and spreading the Gospel throughout our community by word and deed.

St. Mary CYO Mission Statement

A cornerstone of our mission at St. Mary is to educate our young. We the members of St. Mary Catholic Youth Organization (CYO) commit our energy, resources, and love to provide an atmosphere whereby our young can experience the thrill of competition, understand the importance of teamwork, feel the pride and satisfaction in doing their best, learn the lessons in winning, and just as important, learn the lessons in losing.

INTRODUCTION

Dear Fellow CYO Member,

This handbook is intended to provide a framework within which our organization can function to carry out its mission set forth on the preceding pages. It is not meant as a "rulebook" or a set of policies and procedures to be precisely followed in every situation. Since this committee cannot possibly cover every situation that may arise, there has to be a certain level of flexibility under which CYO can operate.

Policies and procedures, which must be adhered to are more properly contained in the CYO Bylaws, a copy of which is included in this handbook beginning on page 14.

Conversely, the substantial majority of members present have agreed upon the guidelines set forth in this handbook at the September 12, 2007. Under Roberts Rules of Order, any changes to this handbook required a 2/3-majority vote.

Sincerely,

St. Mary CYO Handbook Committee

ADMINISTRATIVE GUIDELINES

CYO MEMBERSHIP:

A CYO "member" is defined as follows:

- Is a member in good standing of the 500 Club
- AND
- Is a parent or guardian of children attending St Mary School or St Mary Religious Education Program
- OR
- Is an active parishioner directly involved with the program.

SELECTION OF COACHES/ASSISANT COACHES:

Coaches' Selection Committee:

The Coaches' Selection Committee is comprised of the following individuals:

- President
- Vice President
- Athletic Director
- Volunteer selected at random (if more than one)

QUALIFICATIONS Of Coaches:

The Coaches Selection Committee shall decide by consensus using the criteria listed below in selecting coaches.

A coach:

1. Shall be an active parishioner of St Mary Parish.
 - Attend mass on a regular basis
 - Donate time and/or talents
2. Shall be a member of St Mary CYO as defined above.
3. Shall have knowledge of the game and be able to teach rules and techniques.
4. Shall be experienced in coaching the particular sport
5. Shall be able to work well with youth while communicating effectively with parents.
6. I.C.H.A.T. (background check)
7. Protecting God's Children Workshop

Procedure for Selection of Coaches:

To insure continuity of the program, existing coaches shall be given the opportunity to return unless terminated by the Selection Committee. Notification of openings for coaching positions shall be posted as soon as the need is evident. Postings shall be communicated through, but not limited to, the church bulletin, mass announcements. The positions shall include a deadline for applications. Members interested in coaching are encouraged to sign up for possible coaching opportunities at the beginning of year to provide a "pool" of candidates.

There will be occasions whereby a coaching position needs to be filled on short notice. On these occasions, the president must contact the Parish Pastor for approval if all guidelines are not met. The committee shall make every attempt to follow the same process, but will be given necessary flexibility to fill the position under the time constraints existing at the time of the vacancy.

Selection of Assistant Coaches:

Assistant coaches shall be selected by the coach of that particular sport with the approval of the Selection Committee and/or the Pastor. Assistant coaches shall meet the following criteria.

An Assistant Coach:

1. Shall be an active parishioner.
2. Shall be a member of St Mary CYO as defined above.
3. I.C.H.A.T. (background check)
4. Protecting God's Children Workshop
5. Students under the age of 21, shall not be subject to the financial requirements of membership.

Annual Review Of Coach:

The Athletic Director shall meet with each coach at the end of their season to review the season and attain said winners of coach's awards.

COACHES GUIDELINES

Conduct during games & practices:

A coach is a role model for their team members and as such, SHALL CONDUCT THEMSELVES in a manner consistent with their Catholic faith. Exhibiting good behavior, sportsmanship at all games and practices, treating officials, players, parents, assistants, and the opposing team with dignity and respect, and in general representing the organization and parish in a manner consistent with our mission. Coaches shall not use tobacco products in the presence of their team during practices and games.

CONDUCT at all other times:

Coaches should be aware that they are perceived as representing their parish even when they are not coaching. With this in mind, coaches should conduct themselves in a manner consistent with their Catholic faith at all other times.

OTHER RESPONSIBILITIES:

Communication:

Coaches shall communicate with the parents by holding a meeting at the beginning of the season and shall be available throughout the season, allowing parents to voice any concerns they may have regarding their child and/or the team. Coaches shall communicate with the Athletic Director and officers by attending CYO meetings at least during their particular season.

Uniforms:

The uniform coordinator will distribute uniforms. It is the responsibility of the coach to return the uniforms in a timely manner to the uniform coordinator at the end of their season.

- A deposit must be given when a uniform is distributed. Check/money order/ or cash in the amount of \$ 50.00 or cash will be turned in. All checks/money orders will be deposited and cash will be returned at the return of the uniform.
- The uniform must be returned in good, useable condition. If the uniform is damaged and not noted PRIOR to turn in, deposit will not be refunded.

PARTICIPANTS' GUIDELINES

Pre-Registration:

Athletes are required to pre-register for all sports. A pre-registration form will be distributed in the spring for the following year sports programs through the school and religious education program. Notification will appear in the bulletin and announced at all masses prior to all sports. The form must be filled out properly. Signed by a parent/guardian, and returned to the Athletic Director on or before the due date as indicated on the form. Failure to return the registration form by the due date may cause ineligibility to participate in a sport. Extenuating circumstances will be reviewed and participation may be granted at the sole discretion of the officers and Athletic Director. In any case, Exceptions will be made for new parish members who were not aware of the pre-registration requirements.

PHYSICALS:

All athletes participating in sports at St. Mary CYO must undergo a physical examination before being allowed to participate. There are NO exceptions.

- Physicals dated after April 1st of the current school year are valid for the next school year sports.
- If your insurance only allows one (1) physical per calendar year, as long as it is good for a year, that physical may be used. A copy of the physical must be turned in. (IE: November 11, 2009 is good thru Nov 11, 2010). Once the new physical is completed, a current copy must be turned in. Player will be ineligible if a current physical is not on file.

Academic Requirements:

Athletes must meet the minimum academic standards as set forth by the Michigan High School Athletic Association (MHSAA). The CYO Mission Statement sets education as a basic tenet of our existence. Therefore, St. Mary CYO encourages parents/guardians to set a higher standard for their children, working in partnership with the organization to promote excellence in education. As such, St. Mary CYO sponsors a Scholar Athlete Award that is presented during the Fall, Winter and Spring seasons for exemplary academic achievement by an eighth grader involved in the program.

Commitment:

CYO is committed to educating our young. One of the lessons is to be learned by our athletes is that the importance of team commitment. This team commitment is exemplified by regular attendance at practices and games. Athletes should notify coaches when unable to attend practices and/or games so that the coaches can plan accordingly. It is the athlete's (and parent/guardian's) responsibility to arrange his or her own transportation.

- Missed practice times may result in missed playing time for games at the coach's discretion at the Varsity level. All playing time is earned in varsity.

Sportsmanship:

CYO athletes represent St. Mary Parish when participating in the various sports and activities of the organization. As such, they shall conduct themselves in a manner consistent with their Catholic faith, exhibiting good sportsmanship at all games and practices, treating officials, coaches team members, parents and the opposing team with dignity and respect and in general representing the organization and parish by their Christian behavior and conduct.

Dress Code:

In keeping with the above principles of sportsmanship and representing the parish respectively, CYO has established a dress code for participants and coaches. During basketball season, participants and coaches must wear, to and from the game, appropriate dress clothes. Dress clothes DO NOT include items such as jeans, sweatpants, tee shirts, gym shoes, etc. Uniforms and warm-ups shall only be worn during games unless approved. (IE uniform day at ST Mary School, warm up over school uniform).

At all home games, any player that arrives to watch games prior to their own game MUST be in dress clothes, no matter what time they arrive. If you are there at 8 a.m. and your game is at 7 p.m., you are to be in dress clothes.

Hair should be worn at an appropriate length and cut conservatively. Unusual or extreme hairstyles are inappropriate and unacceptable, hairstyles should not be so long that it is in the boy's eyes or extends below the top of the shirt collar. Players will not be allowed to play until hair is within dress code.

PARENTS / GUARDIANS GUIDELINES

Conduct during games & practices:

Parents/guardians are role models for all the youth and as such, shall conduct themselves in a manner consistent with their Catholic faith-exhibiting good sportsmanship at all games and practices; treating officials coaches, players, other parents, and the opposing team with dignity and respect; and in general representing the organization and parish in a manner consistent with our mission.

Conduct during meeting & other CYO activities:

Parents/guardians shall conduct themselves in a manner consistent with their Catholic faith - treating officers, coaches, and other members with dignity and respect.

500 Club:

If a family has a financial hardship, they must submit a letter to the pastor and will be exempt with his approval.

All CYO members **MUST JOIN** the 500 club. The club membership due; are set by the general membership. Dues are renewable every 52 weeks and entitle a member to the following benefits:

- Participation in weekly and special drawings for cash prizes
- All participants in the fall soccer league **MUST** join prior to soccer starting. All other sports must join prior to that sport starting or at the 52-week renewal.

Uniform Deposit:

Parents/guardians are required to leave a deposit check/cash or money order at the time of uniform distribution. All checks and or money order; are being cashed. If the uniform is damaged or not returned, the deposit is forfeited. A deposit is required on each individual sport/uniform per child **NO** exceptions.

Transportation:

It is the responsibility of each parent/guardian to provide transportation for their child(ren) to and from practice and games.

Participation:

A successful program needs all members to participate in some capacity. St Mary CYO mandates participation so that the burden of work does not fall on a select few. Members are needed to help out in 3 area, athletic events, parish dinners, fundraisers, and attending monthly meetings.

Athletic Events:

Parents/guardians will be required to participate during athletic events. Some examples are, but not limited to:

- Pre game set up for basketball on Friday night
- Concession stand - 1 hr. before or after your child's game (never during)
- 50/50 ticket (players not allowed to sell- gambling)
- Scorekeeping
- Operating Scoreboard clock
- Post-game clean up
- Gate/admissions

Fundraisers:

Fundraisers such as these require parent/guardian participation:

- Bottle drives
- 500 Club activities
- Concession stands at local festival (Beer Tent)
- CYO Banquet
- Lenten Friday Fish Fry Dinner
- Pop sale during all parish dinners

Conflict Resolution Guidelines

Parent/Guardian - Coach Concerns:

A parent/guardian should voice their concern about their child(ren) or the team directly to the coach. The best time to address any issue would be after one has taken some time to consider and reconsider their concern. If the parent/guardian does not feel as if the coach properly addressed the concern, they should then take it up with the Athletic Director. If still unsatisfied, then the officers should be made aware of their concern. The next step would be to present it at a CYO general membership meeting, with the final appeal going to the Pastor.

General Concerns:

Any other areas of concern regarding St. Mary CYO should be taken up with the officers. If resolution is not possible at this level, members may bring their concerns to the general membership meeting. If still unsatisfied, and the concern is serious enough to warrant appeal, members may take their concern to the Pastor.

Coach's Grievance Procedure:

A coach who believes they have been unfairly terminated by the Selection Committee may present their grievance before the officers and Athletic Director. The next step would be to present their case at a general membership meeting for support only. If still unsatisfied, the coach may appeal to the Pastor. In any event, the only 2 entities that can reinstate the coach are the Selection Committee or the Pastor. The general membership and officers can only recommend reinstatement.

CYO By-laws

Purpose:

To sponsor and support the CYO Athletic programs offered through St. Mary Parish, Wayne, Michigan.

Membership:

St. Mary CYO Athletic Club is comprised of interested volunteers from St. Mary's Parish and the surrounding parish area, who are members in good standing of the 500 Club.

Organizational Structure:

The organizational structure of the athletic club consists of the President, Vice President, Treasurer, Secretary, Athletic Director (who shall comprise the Executive Board), and general membership. All officers are responsible to the membership. Specific responsibilities of each officer are reflected on Attachment # 1

Election of Officers:

Election of officers, except athletic director, is held annually in May. Terms of office are for one year with no restrictions as to the number of years held, consecutive or cumulative. A minimum of two (2) nominations/candidates for each office shall be sought. Vacancies will be filled by special election. Voting shall be by secret ballot. Members voting must have attended a previous regular Athletic Club meeting and are those present at the regular May meeting.

Meetings:

The CYO Club meets monthly (August thru June) at a regular place & time as determined by the Executive Board at the beginning of each term. Meetings are announced in the parish bulletin and are open to interested parties. Agenda items may be submitted to any officer.

Revenue:

The CYO Club is self-supporting. Funding for the various athletic programs offered through St Mary Parish is derived from the 500 Club Bottle and can drive, and other fundraising activities. The 500 Club is the primary source of income. It is in a form of 50/50 drawing with some special variations. The other activities supplement our financial resources. Financial statements regarding Athletic Club revenues are prepared quarterly and presented to the Athletic Club and Parish Council.

Expenditures:

All expenditures in excess of \$50.00 require the approval of the CYO Club. Approval is by consensus of the members present at regular CYO meetings. The president is authorized to table motions for expenditures for one month when attendance at a regular scheduled meeting is less than 10(ten). Authorization for routine expenditures normally associated with any given program is implied when consensus by the CYO to sponsor the program occurs. Replacement of uniforms and major equipment require specific CYO Club approval. Only the president is authorized to make/approve disbursements of \$50.00 or less for items not specifically covered above. Financial statements regarding Athletic Club revenues are prepared quarterly and presented to the Athletic Club and Parish Council.

*** When funds are needed prior to the next scheduled meeting, exceeding the pre-approved amount, approval can be given by the pastor.

PROGRAMS:

All programs sponsored require approval of the Athletic Club.
Programs offered have been:

1. Spring Sports
 - Baseball Boys 5th and 6th Graders*
 - Baseball Boys 7th and 8th Graders
 - Softball Girls 5th and 6th Graders*
 - Softball Girls 7th and 8th Graders

2. Fall Sports
 - Soccer Boys 5th and 6th Graders*
 - Soccer Boys 7th and 8th Graders
 - Soccer Girls 5th and 6th Graders*
 - Soccer Girls 7th and 8th Graders

3. Winter Sports
 - Basketball Girls 5th and 6th Graders*
 - Basketball Girls 7th and 8th Graders
 - Basketball Boys 5th and 6th Graders*
 - Basketball Boys 7th and 8th Graders
 - Bowling
 - Cheerleading

** 4th graders may be eligible for participation, depending on circumstances, to be discussed on a case-by-case basis.

ELIGIBILITY:

Students of St. Mary's School in grades five through eight and public school students in the same grades of registered parents of St. Mary Parish or one of the parishes whose boundaries touch St. Mary parish boundaries, are eligible. Students must maintain a positive grade level in the academic studies. Eligibility rules for specific programs are governed by CYO regulations. Detailed guidelines are provided during student registration. Special approval is required for fourth grader students to participate.

CONSTITUTIONAL AMMENDMENTS:

Proposed amendments to the constitution must be presented to the Athletic Club in writing. Amendments are to be discussed when introduced. Voting on proposed amendments shall occur at the next regular scheduled Athletic Club meeting. Members voting must have attended a previous regular monthly Athletic Club meeting and are those present at the regular meeting.

MISCELLANEOUS:

Any activity sponsored under the name of St. Mary's CYO Athletic Club requires advanced approval. Approval is by consensus of the members present at regular scheduled meetings. The president is authorized to table motions for activities for one month when attendance at a meeting is less than ten (10). All miscellaneous activities must not jeopardize the fundamental objectives of the Athletic Club to sponsor and support fifth thru eighth grade CYO athletic programs.

ATTACHEMENT # 1

PRESIDENT:

The president is responsible for overseeing the overall operation of the Athletic Club, for ensuring the provisions of the Athletic Club Constitution and 25 Club Bylaws are upheld, for exercising the authority provided in the constitution to ensure the best interests of the Athletic Club are served for presiding over all meetings, for preparing monthly meeting agendas and for representing the Athletic Club in inter-organization parish meetings as required.

The president is a co-equal member of the Coaches committee. The president shall serve as liaison and the Athletic Director on all Athletic activities.

VICE PRESIDENT:

The vice president is responsible for fulfilling the duties of the president in the absence, for promoting Athletic Club activities through effective public relations efforts. These include Athletic Club meetings, forthcoming sports programs, to work with the school secretary to distribute special notices to St Mary's school and CCD Students, and fundraising, to be placed in the parish bulletin and other media methods as may be appropriate. The vice president is responsible for coordinating all non-athletic events, i.e. regular monthly Athletic Club meetings and parent meetings. He shall call one general parent meeting for all sports early in the school year. The vice president is a Co-Equal member of the Coaches committee and serves under the treasurer on the Fundraising Committee.

TREASURER:

The treasurer is responsible for maintaining accurate and current accounting of Athletic Club finances, for preparing quarterly and fiscal year and financial reports, and to prepare special reports as may be requested by the Athletic Club. The treasurer is the chair of the Fundraising Committee. (Parish Bookkeeper holds this position)

SECRETARY:

The secretary is responsible for recording Athletic Club meeting minutes, for presenting meeting minutes to the Club for approval, for providing counsel to the president in matters that may be in conflict with the Athletic Club Constitution, and for assisting the vice president in public relations efforts. The secretary works with the vice president to prepare all formal Athletic Publications. The Secretary serves under the treasure (bookkeeper) on the Fundraising Committee.

ATHLETIC DIRECTOR:

The Athletic Director reports to the president and is responsible for researching, coordinating and implementing all sport programs sponsored by the Athletic Club, for providing general supervision over all sports programs, for organizing practice times and games schedules communicating with the CYO in Detroit for communicating rules and regulations governing each program to the coaching staff and Other parties as appropriate, for granting special eligibility approval to fourth grade students and for ensuring all programs are conducted in a safe and reasonable manner. The Athletic Director is a co-equal member of the Coaches committee.