

Church of the Assumption CYO Handbook

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Pre-Game Prayer

God created this day for...
gain not loss,
success not failure,
positive actions not negative thoughts.

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

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

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

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

Amen.

Pre-Game Prayer:

Lord God, thank you for bringing us together in your name. We know that you are with us now, as you promised. Please help the players, coaches and officials to play and be fair. Keep us all safe from injury. Thank you for giving us the chance to teach our faith to others by our actions. Amen

Post-Game Prayer:

Lord, we thank you for the opportunity and challenge of this game. You call us to compete well, finish the race and grow in our faith. Help us to remember we can do all things through You, who gives us strength. Amen

Pre-Game Prayer:

Hail Mary, full of grace. The Lord is with thee.
Blessed art thou amongst women,
and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners,
now and at the hour of our death. Amen.

Leader: Our Lady of Assumption
All: Pray for us!

1. Philosophy

The Catholic Youth Organization (CYO) provides for the development of young people's spiritual values. CYO offers guidance to assist young people as they assume responsibility for themselves and for their relationship with their faith, family, peers and community. CYO strives to meet the diverse needs all youth regardless of religious affiliation.

At Assumption Church, the CYO Program and its Executive Board embrace and encourage a youth ministry philosophy that strives to:

- Recognize the purpose of athletics to promote the spiritual, emotional, intellectual, social and physical well being of the individual player
- Offer opportunities for players to live out the teachings of their faith
- Emphasize the proper ideals of ethical conduct, sportsmanship, showing courtesy to visiting coaches, officials and players, and fair play
- Understand that the most important aspect of participation will be the lifelong values derived by practicing good sportsmanship and Christ-centered behaviors.

2. Membership

When a child participates in the Assumption CYO Sports program, his/her parent/guardian automatically becomes part of the Assumption CYO Committee. All parents are expected to perform home court duties and other responsibilities that are part of this volunteer organization. Games are usually once a week with up to 2 practices per week and one or more tournaments per season. Parents and older siblings can help by coaching, refereeing or becoming a team parent.

3. Registration

Registration is open to eligible boys and girls in grades 3-12 in the Fairport area. Parishioner status is determined by being a registered member of Assumption for at least one year. (Exception to one year rule: unless a physical address change occurs or student changes a diocesan school.)

Returning player registration: Registration for returning players occurs at the spring banquet. This is the only pre-registration opportunity during the year for reserving a returning player's spot for the following season.

Open Registration: Open registration occurs online early in September. Notices will be posted in the church bulletin for several weeks prior.

Registration priorities are as follows:

- 1) Returning Player - Parishioner
- 2) New Player - Parishioner

- 3) Returning Player - Non Parishioner
- 4) New Player - Non Parishioner

CYO Health Form/Registration Form: Every player must have a current CYO Health History Form filled out and signed by a parent/guardian prior to the first game of the season. The coach will maintain a set of the team's health forms to have on hand during practices and games.

4. Code of Conduct

Every player, parent and coach must read and sign the CYO Code of Conduct prior to each season and submit a copy for the coach to forward to the Athletic Director. A copy of the Code of Conduct is included in the addenda section of this handbook.

5. Uniforms

Uniforms of jersey and shorts are provided to all players. Any uniform not returned in good condition at the end of the season will incur a \$50.00 charge. Any player failing to return the uniform or pay the \$50.00 will not be allowed to register for the following season until the fee is paid.

Washing Instructions: Please follow the instructions below to preserve our game uniforms. Uniforms unduly faded will incur a charge.

- Wash in cold water and hang dry
- No bleach and no ironing

6. Gym Supervision

Players arriving early for practice or games will sit quietly on the gym bleachers until a coach arrives to start warm-ups. Parents are responsible for chaperoning their children until the coach arrives.

7. Referees

Paid referees are provided for all CYO games at the 5/6 grade level and up. At the 3/4 grade levels, the coach will need to enlist parent volunteer referees. Ideally, there should be two referees at each game.

Referees should be offered a courtesy free drink from the concession stand during any game they work.

8. Game Schedules

Game schedules and division levels are determined by the Diocesan CYO Athletics Administrator. The season game schedule will be emailed to each team by the Administrator in the week prior to the start of games. The coach will distribute the schedule to all team members.

9. Home Court Duties

Home court duties include concessions, general monitoring, timekeeping, scorekeeping, and opening and closing responsibilities. Away games require a scorekeeper for each game. The Team Parent may prepare a schedule of duties rotating all parents through the duties. If you cannot make an assigned duty or game, it is your responsibility to switch duties with another parent. The Team Parent will hold an orientation of duties for their team.

10. Coach/Player/Parent Conduct

The focus of CYO instruction and participation will be on sportsmanship and team play. Coaches are responsible for themselves, their team and fans. Demeanor during games (to and from coaches, players, parents and referees) is expected to be sportsmanlike at all times.

The CYO Program and its Executive Board have zero tolerance for unsportsmanlike conduct and will discipline anyone who acts in such a manner.

Specific rules, infractions and disciplinary measures are outlined by the CYO Athletic Ministry of the Diocese of Rochester in their written rules included in the addenda of this handbook.

11. CASE Seminar (Creating A Safe Environment)

All volunteers in any parish or diocesan sponsored activity who spend significant time with minors must attend a diocesan seminar entitled "Creating a Safe Environment". Workshops are offered at parishes and Catholic schools throughout the diocese each year. Attending the CASE Seminar once will fulfill your volunteer responsibility for five years.

The following guidelines outlined by the diocese:

- **A new code of conduct.** Our Diocese is committed to maintaining an environment that consistently inspires and motivates Christian conduct.
- **New training.** All employees of the diocese and its affiliated entities – as well as **all volunteers** who spend significant time with children, young people or vulnerable adults – are required to attend a workshop that will provide orientation to the *Pastoral Code of Conduct*, and explain the background checks and safe environment programs.
- **Criminal background checks.** All employees and those volunteers who come in contact with minors and vulnerable adults will be checked. These background checks

will include verification of Social Security number – which assures identity – as well as a check to determine if the individual is listed in the New York State Sex Offender Registry or has a record with the Department of Corrections.

12. Determining Opening/Closing Games

There will be a Home Game Schedule available on the website just prior to the start of season games. The Team Parent will check the schedule to determine what dates your team has opening or closing duties. Opening duties require parent volunteers to report 60 minutes prior to game time. Closing duties require parent volunteers to stay after the game until duties and clean-up are completed.

13. Tournaments

Most teams will participate in one or more tournaments a season. The CYO Board pays the cost of the first tournament requested. Subsequent tournaments will incur a player fee of typically \$12.00 - \$15.00 per player. Participation in a tournament will be at the coach's discretion.

14. CYO Sports Apparel

Assumption CYO sports apparel will be available through our website during the basketball season. These attractive sports items are imprinted with our church logo and proceeds help support our CYO basketball program and Youth Ministry.

15. Fundraising

Assumption's CYO Basketball program runs a bottle and can drive all year long. Bring your clean empties to the collection bin in the Assumption gym or directly to the redemption site at EZ Bottle and Can Return. It is located at 1259 Fairport Road in Fairport. Operating hours are posted as Monday-Friday 10:00 a.m. to 6:00 p.m. and Saturdays from 10:00 a.m. to 4:00 p.m. Please tell the staff that you are donating your returns to Assumption CYO.

16. CYO Banquet

Each year in the spring, the CYO Committee sponsors the Assumption CYO Basketball Banquet. All CYO players, coaches and assistant coaches may attend at no charge. Any parents or siblings wishing to attend may buy tickets for dinner at the rate published on the banquet invitation. Reservations and payments need to be made in advance.

17. Addenda

The following addenda will be incorporated into this Handbook. All information contained is also available on the Church of the Assumption website at www.assumptionairport.org under Youth Ministry, CYO or direct URL at: www.assumptioncyo.org

Diocese of Rochester CYO Basketball Rules are available on the DOR website and the Assumption CYO website under “Forms”.

- A. General Player Information
- B. Assumption CYO Home Court Duties
- C. Assumption CYO Concessions Checklist
- D. CYO Code of Conduct

GENERAL PLAYER INFORMATION

- Read, sign and abide by the CYO Code of Conduct you are presented with at the start of each season.
- Notify your coach as early in advance as possible if you cannot make a scheduled game or practice.
- Please arrive 30 minutes early to all games, unless instructed otherwise.
- Any tee shirts worn under the uniform jersey must match the jersey color.
- Shorts must be worn on the waist.
- Bring a water bottle and dry sneakers to each practice and game.
- Do not walk on the playing court in wet shoes.
- Jewelry, including rubber bracelets, may not be worn during practices or games (no taping of jewelry allowed, no exceptions).
- No finger splints, hard braces or other than soft bandages may be worn during practices or games.
- Wipe up any spills you cause on the bench.

CYO HOME COURT DUTIES

Parent Volunteer Duties: General Monitoring, Concessions, Timekeeping and Scorekeeping.

Opening Games (first game of the day): requires Team Parent and Concessions volunteer (or other designated volunteer) to report 60 minutes prior to game time to set up for the day's games.

Closing Games (last game of the day): requires Team Parent or designated volunteers to remain until clean up is finished.

CYO Closet: Storage closet with game and concessions supplies, at west end of the classroom hallway.

Chair Room: Storage for chairs and utility supplies; Referees may use as changing room.

Maintenance Closet: Brooms, garbage bags and cleaning supplies stored there for use.

Master Key: Kept in key lockbox, see Board Member or Coach for code.

Gym Lights Key: Stored in small cabinet behind the Reception Counter in entry hallway.

Cashbox: Must be handled by two volunteers at all times, do not leave unattended, secure in locked area when not using.

Team Parent/CYO Board Member:

- Report 60 minutes prior to Opening Game. Report 30 minutes prior for all other games.
- Unlock front doors, CYO closet and classrooms for teams. Coach or Board Member will have code to key lockbox.
- Turn on lights (hallway and changing classrooms by regular switch, gym by key switch)
- Monitor volunteers, games and facilities. Assist coach with saying team prayer as needed.

Opening Duties:

- Report 60 minutes prior if an Opening Game.
- CYO teams and visitors are to use the entrance closest to East Ave only.
- CYO tent sign is stored in the CYO closet. Place CYO tent sign on sidewalk nearer to the church middle entrance to direct people toward the front doors.
- Bring the white CYO Handbook binder out of the CYO closet and keep in Concessions area for review of duties.
- Set up scorer's table (stored in closet next to concessions area) and 3 chairs (stored in Chair Room)
- Set up scoreboard clock (stored in CYO closet) and turn on.
- Sweep floor prior to game.

Concessions:

- Must be at least 14 years of age to work in concession area.

- Team Parent/CYO Board Member will give the cashbox to Concessions volunteers by the start of the game. Between games, turn over cashbox to the next game's Team Parent or Board Member.
- Use vinyl gloves if serving any unpackaged goods.
- Referees to be offered free drinks at half time.
- Unless noted otherwise, all items sold are \$1.00
- **Money Handling:** Two people are required to handle and count money at all times. Concessions money is to be counted at the end of Saturday afternoon games, end of Saturday night games, and end of Sunday games. Follow directions listed in the cashbox for amount of money to be left in tray for next game/day. After counting the remaining money, list the amount in pen on the envelope provided. Seal the envelope and the two people handling money will initial the envelope. Sealed envelopes are to be placed in the bottom of the cashbox.

Concessions Opening Checklist:

1. Use the cart in closet to move supplies from the CYO closet to the concessions stand.
2. Start coffee (one pot each of decaf and regular.)
3. Refrigerate drinks in the CYO refrigerator under counter: soda, water and Gatorade. When you restock the refrigerator at the end of the game, rotate cold drinks to the front.
4. Display one of each drink and all candy on counter.

Concessions Closing/Clean Up Checklist:

1. Place all concessions back on cart and return to CYO closet.
2. After the last game, throw out excess coffee, empty and clean coffee pots, clean counters and any utensils used.
3. Take any full garbage bags out to the dumpster in back (through the exit in storage room behind kitchen) and put new garbage bags in the bins.
4. At closing, both volunteers must be present to count the cash in box and then place in envelope provided in cash box. See Money Handling instructions above.

General Monitoring/Team Parent:

- Ensure there is no loitering in the hallways, bathroom area, and classrooms.
- There will be 3 classrooms for the Home team and Visiting teams to use for changing and storing their belongings. Assumption teams will share the last classroom. Rotate Visiting teams between the other two classrooms. Keep the classrooms locked during games and just unlock for start of, at halftime and at end of game.
- The Family Room is off limits including any CYO people.
- Before and between each game, check the bathrooms ensuring nothing is damaged and facilities are in working order (no flooded toilets, etc.)
- Sweep gym floor between games as needed.

- Check that classrooms are in proper order between games; blackboards not written on, garbage or items not left behind. Keep doors locked during and after games.
- Report any damages to the CYO Board Member on duty.
- Place found items in the Lost and Found Bin located behind the reception counter in hallway and alert a Board Member or Coach to email the Board President regarding found (or lost) items.

Timekeeper and Scorekeeper:

- See Coach for instruction. Official timekeeping/scorekeeping rules are posted on the Assumption CYO homepage and in the CYO Binder.
- The Diocese requires that all scorekeepers and timekeepers be credentialed by taking the DOR Creating A Safe Environment (CaSE) training and requisite background checks. CaSE training information will be available on the CYO website at www.assumptioncyo.org

Closing Duties – Team Parents/Designated Volunteers:

“Soft” Close of Gym:

When there is a break between games of an hour or more, we do a “soft” close of gym as follows:

1. Two volunteers must count the money in cashbox and follow instructions for Money Handling that is outlined in the Concessions directions. Turn cash box in to the Board Member on duty or lock up in the CYO closet.
2. Turn off and clean out coffee pots.
3. Close the concessions window and door. You may leave the drinks and snacks on the inside counter.
4. Turn off gym lights and make sure classroom doors are locked.

Full Close of Gym at day’s last game:

1. Sweep down bleachers and gym floor. Paper towel or mop any wet spills on bleachers and floor.
2. Follow Concessions closing checklist outlined in Concessions directions.
3. Put away scorers table, chairs, scoreboard clock and CYO tent sign.
4. Check bathrooms to pick up and make sure there is no damage.
5. Check that classrooms are in good order, blackboards not written on, doors locked when done.
6. Any found items are to be left in the Lost and Found Bin behind the reception counter and reported to the CYO Board Member.
7. Lock CYO closet and return key to key lockbox.
8. Turn off lights. Front doors will be locked by parish personnel.

CYO Coach/Parent/Player Codes of Conduct

We hereby pledge to live up to the following standards designed by CYO for all Coaches, Parents and Players:

Coach: I have read all the rules and eligibility requirements established by the Diocese of Rochester, Department of Evangelization & Catechesis and will abide by them.

I have attended “Creating a Safe Environment” at my local parish, have signed the Code of Conduct and have submitted necessary paperwork for the required background check.

I will hold a team meeting with the parents/guardians, and players to go over the rules and to sign this code of conduct. I will give all the signed contracts to my AD.

I have or will have completed the required on-line training provided by the American Sports Education Program.

I recognize that the purpose of CYO Athletics is to promote the spiritual, emotional, and physical well being of the individual player.

I will remember that an athletic contest is only a game, not a matter of life and death for the players, coaches, officials, fans, and the community.

I will do my best to provide a safe playing situation for all the players. I will also offer opportunities for the players to live out the teachings of their faith.

I will remember that I am a CYO coach and the game is for the children and not adults.

Players: I deserve to have fun during my sports experience and will alert my coach and parents if it stops being fun. I will do my best to listen and learn from my coaches.

I will treat my coaches, other players, officials and fans with respect regardless of race, age, creed, or abilities and I will expect to be treated accordingly.

I will attend the mandatory coach’s meeting with my parents/guardians as a part of the team.

I will attend all CYO practice sessions and CYO games to the best of my ability.

Parents: I will attend the mandatory parents meeting scheduled by the Athletic Director or Coach of my child’s team.

I will provide positive support, care and encouragement for my child participating in all CYO events.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other CYO event.

All: We understand that we represent the Catholic community through playing CYO Athletics. Therefore, we will treat the coaches, other players, officials and fans with respect regardless of race, age, creed, or abilities and I will expect to be treated accordingly.

We will emphasize the proper ideals of ethical conduct, sportsmanship and fair play. We will encourage leadership, use of initiative and good judgment by all players. We will respect the integrity and judgment of the sports officials. We will create an environment that is free from drugs, tobacco and expect adults to refrain from their use at all CYO sports events.

Player Signature: _____

Date: _____

Parents/Guardians: _____

Date: _____

Coach/Assistant Coach: _____

Date: _____

Athletic Director: _____

Date: _____