

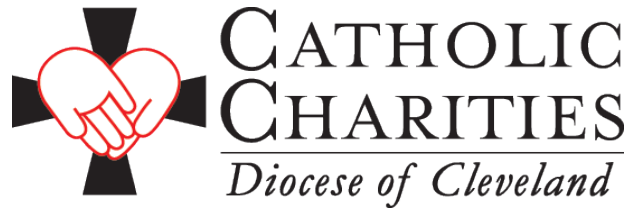
Diocese of Cleveland CYO



Sanctioned Events 2018-2019



CATHOLIC
CHARITIES
Diocese of Cleveland



DIOCESE OF CLEVELAND CYO
SANCTIONED EVENTS
2018-2019

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RULES FOR SANCTIONED EVENTS

Sanctioned Events are tournaments or competitions hosted by CYO members to provide additional opportunities for competition and to raise funds for their programs. Refer to information on the CYO website, www.dioceseofclevelandcyo.org "Sanctioned Events" tab.

1. Sponsoring an Event

- A. Sanctioned Event Application must be submitted by the sponsoring organization wishing to host a Tournament or Competition.
- B. Sponsoring Organizations – CYO Member, Parishes, Parish Organizations, Catholic high schools or colleges are permitted to host events with the sanctioning of the CYO.
- C. Members must attend the June Membership Conference to be eligible to sponsor a Sanctioned Event during that athletic year.

2. Participation in Sanctioned Events by CYO Members

- A. Member teams are only eligible to participate in sanctioned CYO events. CYO teams are not permitted to play in tournaments with non-member teams. *[Bylaw 4-3-1F]*
- B. Participation in Sanctioned Events is limited to Diocese of Cleveland CYO Member teams and other Diocesan CYO teams.
- C. Scheduled CYO games have priority over Sanctioned Events, and will not be rescheduled for any Sanctioned Event conflict. The Event Director is responsible for rescheduling any contests that conflict with CYO scheduled events.
- D. Should a player, coach, or spectator be ejected from a game or match, the Event Director must complete an Incident Form within 24 hours, located on the CYO website- on right side. *[Bylaw 10-1-5B]*

3. Event Sanctioning Process

- A. Sanctioned Event Applications are on the CYO website: www.dioceseofclevelandcyo.org Sanctioned Events tab. There is an option to complete the form online.
- B. A completed Sanctioned Event Application along with the nonrefundable fee must be received at the CYO Athletic Office in Akron a minimum of ten [10] days before the start of the event. **Due to financial regulations, it is required that the Member Administrator sign the application.**
- C. CYO reviews the completed application and verifies that the sponsoring organization is in good standing. If there are any issues, the sponsor is notified and approval is withheld until these issues are resolved.
- D. Upon approval, the event will be listed in the Sanctioned Event tab on the CYO website. The sponsor will receive a Sanctioned Event Packet including guidelines, Certificate [with sanctioned number] to be displayed, sport specific rules and Sanctioned Event Completion Report.
- E. Advertising for an event is only permitted once the application is approved.
- F. **Prior to the start of the event, the sponsor needs to provide the list of participating teams [by coach] and the tournament link or a copy of the schedule.**
- G. Within ten (10) days of the completion of the event, the event director must submit the completed Sanctioned Event Completion Report and a complete copy of event brackets/results to the Akron office of CYO: mhuber@ccdacle.org. There is an option to complete the form on the website.
- H. Penalty for noncompliance to any of these terms results in inability to sponsor sanctioned events for one calendar year.

4. Registering Process

- A. Team entry fees must be paid with a parish/school-issued check.
- B. Teams must provide an official CYO Roster.
- C. The team is to be registered under the head coach as listed in Sports Pilot However the head coach need not be present at each game/match.
- D. Only the players registered on the official CYO roster are eligible to participate for that specific team. Guest players are not permitted. *[Bylaw 5-3-2-C7]*

5. Competition Time Limitations

- A. Sanctioned events can only be held during the official CYO sports season. Events must be completed by the CYO end of season official published date for that season.
- B. All Sanctioned Events game schedules must comply with the time limitations noted in CYO Bylaws. *[Bylaw 4-3-1B&C]*
- C. All Sanctioned Events must comply with the number of events and the per day/week limit as listed in the sports specific rules *[Bylaw 4-4-1]*.
- D. On Saturday, Sunday and during the week between Christmas and New Year, a team/player is permitted to play a maximum of two [2] games per day, with a minimum of three [3] hours between scheduled start time of the first and second game. Competition cannot start after 8:00 pm except during Easter and Christmas vacation when it cannot start after 9:00 pm. *[Bylaw 4-3-1C]*
- E. Daily/Weekly Limitations:
 - 1. Basketball games: total of [4] per week, including [1] game/daily for weekdays and [2] on Saturdays, Sundays, and Christmas break.
 - 2. Flag Football games: total of [4] per week; [2] in a day
 - 3. Volleyball matches: total of [5] per week, [2] in a day
- F. Sanctioned Event limits:
 - 1. Basketball and Volleyball Teams in grades 8, 7 and 6 may enter four [4] sanctioned events.
 - 2. Basketball and Volleyball Teams in grades 5, 4 and 3 may enter three [3] sanctioned events.
- G. Guest Player Rule
 - 1. The Guest Player Rule is NOT in effect for sanctioned events. Guest Players are not permitted.
 - 2. The Event Director must submit any violations of the Guest Player rule to Incident Report.

6. Officials

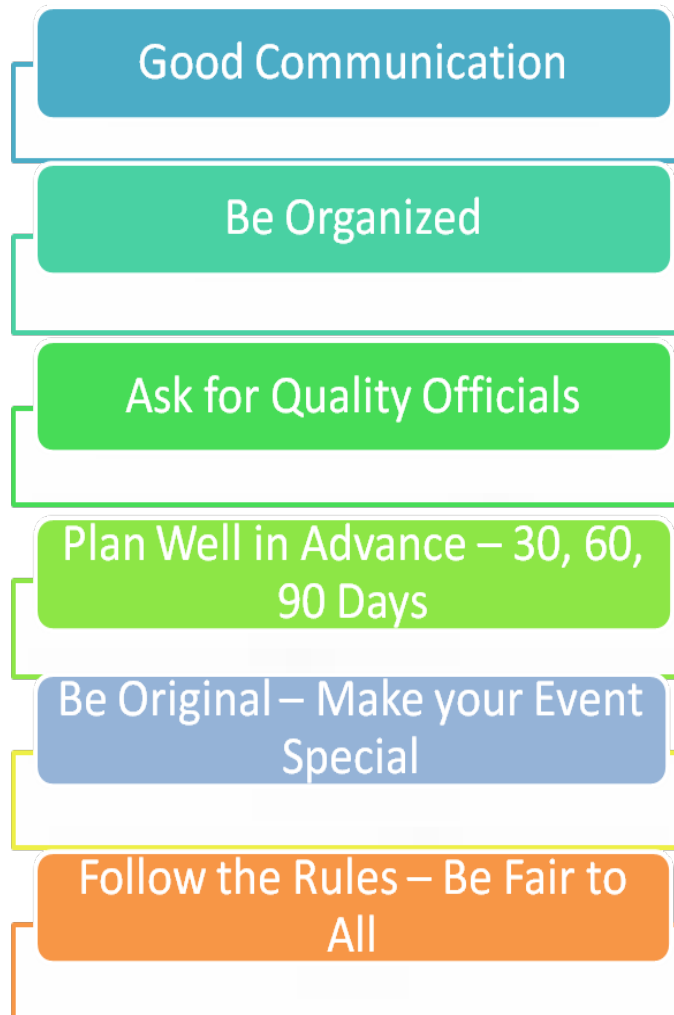
- A. The sponsor of your Sanctioned Event is responsible for the assignment of officials.
- B. All contest officials must be certified by a CYO Athletic Administration-approved organization. *[Bylaw 9-1-2]*

CYO inspires young people to know God, to love God, and to serve God through athletics.

Sanctioned Events are tournaments or competitions hosted by CYO partners to provide additional opportunities for competition and to raise funds for their programs. Refer to information on the CYO website: "Sanctioned Events" tab.

1. When can I register for a sanctioned event?
Whenever the event is listed on the CYO website.
2. Is it okay to register my team for a tournament under my assistant coach's name, since I will be out of town for most of the games? **No, to register for a tournament, the official CYO Sports Pilot roster needs to be provided, which lists the head coach's name. However, an assistant coach can certainly be in charge at the games.**
3. May I write a personal check for a Sanctioned Event entry?
No - entry fees must be paid with an official check from the partner's account.
4. The Sanctioned Event Director asked me to provide an official CYO roster. Can I use an excel spreadsheet that lists all the athletes from my team?
No - only the official CYO Sports Pilot Team Eligibility Roster that your Athletic Director registered with CYO can be submitted. Your Athletic Director should provide each coach with a copy of their roster at the beginning of the season.
5. My parish has three 6th grade teams. Can we combine players from each team to enter a Sanctioned Event?
No - athletes may only play and be rostered on one CYO team.
6. Can my team enter a community sponsored event if we use our nickname rather than the parish name?
No - teams are eligible to participate in CYO sanctioned events only. Bylaw 4-3-1F
7. In how many sanctioned tournaments can my team play?
Generally it is [4] for grades 6-8 [3] for grades 3-5. Please refer to CYO sport specific rules for clarification.
8. How many Guest Players may I use during Sanctioned Event Tournaments?
ZERO! The Guest Player Ruler cannot be used in sanctioned events. Bylaw 5-3-2C7
9. If an athlete or coach is ejected from a sanctioned event, do they sit out the next scheduled CYO game or the next sanctioned event game?
The athlete(s) or coach must sit out the next scheduled game whether it is a sanctioned event game or a CYO game.
10. The event director informed me my team's game starts at 8:15 pm. I thought we couldn't play after 8 pm. What should I do?
Contact the Event Director and your Athletic Director immediately. Inform mhuber@ccdacle.org immediately. Please refer to Bylaw 4-4-1 and sports specific rules for clarification/exception.
11. Most of our sanctioned event games were postponed due to bad weather. Can a sanctioned event be extended after the CYO season closes?
No, events need to be concluded by the published CYO end of the season date for that sport.
12. Does CYO supply scoresheets for Sanctioned Events?
No, unfortunately due to the high cost of printing, CYO is not able to provide Sanctioned Events with score sheets. It is recommended that sponsors buy a scorebook, along with other tournament supplies through Dick's, one of our partners.

BEST PRACTICES



- Communication is Essential to a Quality Event - With teams, staff, assigner, venues, others
- Quality Staffing - Respectful, trained, reliable, understand their roles, dress, age appropriate, other
- Integrity of event - Officials follow CYO competition rules; Zero Tolerance to poor Behavior
- Other?

VISION PRECEDES PURPOSE, FUELS HARD WORK, YIELDS SUCCESS

HOSTING A SUCCESSFUL EVENT

Good Planning = A Great Event – Have a Detailed Plan

- 90 Days
 - select a date to begin and end your event;
 - select event director and explain their role;
 - review CYO approved sanctioned list/calendar to assure the date does not already conflict with other events;
 - secure venues;
 - determine type of event (round robin; double elimination, one-day event, other);
 - determine budget, set reasonable fee, special theme;
 - submit a Sanctioned Event Application with the CYO Office;
 - once approved by CYO, begin to advertise.
- 60 Days
 - recruit staffing/volunteers,
 - assign who will be registering teams;
 - set date to close registration;
 - collecting CYO Official rosters from teams;
 - determine official assigner and inform them of dates of event and CYO rules;
 - determine the maximum number of teams to accept;
 - prepare skeletal bracket with provisions for cancelations;
 - determine what supplies you need from CYO; scoresheets;
 - confirm venues (rectory, school, do you need a contract for other venues, maintenance staff).
- 30 Days
 - meet with volunteers and identify roles, assignments and responsibilities;
 - follow up with officials' assigner;
 - continue to advertise;
 - confirm registrations;
 - secure supplies from CYO;
 - begin a draft of the schedule/brackets;
 - determine and order equipment/supplies/awards as needed.
- 15 days
 - close registration;
 - prepare final brackets;
 - inform officials' assigner of dates/venues/level of games;
 - schedule trained volunteers (gate, scorer, concessions, site director, other);
 - communicate with teams their schedule;
 - prepare supplies/equipment by venue;
 - submit list of teams, with coaches names [and link if using] to CYO.
- After the event
 - submit the CYO Completion Form to CYO within 10 days after the event;
 - have an after-event celebration to thank volunteers;
 - evaluate with the staff what went well; what changes would you make?

THINGS TO AVOID

- Not enough venues or venues not available.
- Counting on staff that is not reliable.
- Assigning an event director that is not organized or is often unavailable.
- Scheduling younger grade teams to late game times on school nights.
- Poor officiating; officials allowing rough play and tolerating unsportsmanlike conduct.
- Not responding to emails, phone calls or other questions about the event.
- Accepting too many teams for the number of venues or staff available.
- No cancellation procedure or plan to reschedule due to adverse weather.
- Notifying teams of game times less than 48 hours in advance.
- Last minute planning.
- Other

SET YOUR GOAL HIGH ENOUGH TO INSPIRE YOU!



YOUTH & YOUNG ADULT MINISTRY & CYO
SANCTIONED EVENT APPLICATION



DIRECTIONS: Please submit application to the CYO Athletic Office, 795 Russell Ave., Akron, OH 44307 at least [10] ten days prior to the starting date of the event. There is an option to complete the form online.

Sponsoring Organization: _____

Title of event: _____

Address: _____

Street Address

City

Zip

Location[s] of Event: _____

Sport: _____ Gender: BOTH: _____ Boys: _____ Girls: _____

Grades: _____ 8 _____ 7 _____ 6 _____ 5 _____ 4 _____ 3

_____ 2 _____ 1 _____ HS 12 _____ HS 10

Entry Fee: \$ _____ Starting Date: _____ Ending Date: _____

Format: Round Robin: _____ Double Elimination: _____ Other: _____

Sanctioned Fee Check # _____ Minimum # of guaranteed games per team? _____

Registration link: _____

Event Director: _____ Cell Phone#: _____

Email: _____

Address: _____

Street Address

City

Zip

Member Administrator: _____ Athletic Director: _____

AUTHORIZATION

We attest that all of the information above is accurate. We further attest that all rules and regulations of the CYO Charter and Bylaws, as well as sport specific rules will be followed throughout this event. All signatures required.

Member Administrator Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Event Director Signature: _____ Date: _____

FOR CYO USE ONLY

Date received: _____ Date approved: _____ Date entered: _____

SANCTIONED #: _____ Authorization: _____ Sec: _____

COMMENTS: _____

Application Process

- CYO Members, Parishes, Parish Organizations, Catholic high schools, or Catholic colleges are permitted to sponsor tournaments or competitions with the sanctioning of CYO.
- Sponsoring organizations submit a Sanctioned Event Application and Fee of \$50 to the Akron CYO Office, 795 Russell Ave. Akron, 44307 at least [10] days before the Tournament or Competition begins.
- The sponsor is notified if issues need resolved, prior to approval.
- When CYO approval is given, the event is listed on the CYO website [Sanctioned Event section] and advertising is permitted.
- The sponsor receives a Sanctioned Event Packet with guidelines, the Event Certificate [for posting], a current list of events, sport specific rules and the Sanctioned Event Completion Report.
- Prior to the start of the Tournament/Competition, the sponsor needs to provide the list of participating teams [by coach] and the tournament link or a copy of the schedule.
- The Event Director accepts the responsibility of being familiar with and enforcing the CYO Charter & Bylaws and CYO sport specific rules.

Participation in Sanctioned Events

- Participation in Sanctioned Events is limited to Cleveland and other Diocesan CYO teams. [*Bylaw 4-3-1F*]
- The Event Director is required to collect official CYO Rosters from each team participating in the event.
- Teams are to be registered under the head coach as listed in Sports Pilot.
- Only the players registered on the official CYO roster are eligible to participate for that specific team. Guest players are not permitted. [*Bylaw 5-3-2-C7*]

Time Limitations

- Sanctioned events can only be held during the official CYO sports season. Events must be completed by the official CYO end of season published date for that sport.
- Sanctioned Event game schedules must comply with the time limitations noted in CYO Bylaws [*Bylaw 4-3-1 B-C*]
- All Sanctioned Events must comply with the number of events and the per day/week limit as listed in the sports specific rules [*Bylaw 4-4-1*].
- Scheduled CYO games have priority over Sanctioned Events, and will not be rescheduled for any Sanctioned Event conflict. The Event Director is responsible for rescheduling any contests that conflict with CYO scheduled events.
- Refer to the CYO Bylaws, Athletic Calendar and sport specific rules on the website.

Officials

- The Sanctioned Event sponsor is responsible for the assignment of officials. All contest officials must be certified by an organization approved by the CYO Athletic Administration. [*Bylaw 9-1-2*]

Procedures

- If a player, coach or spectator is ejected from a contest, the Event Director must report this on the CYO website “Report an Incident” within 24 hours.
- Within 10 days of completing the event, the Event Director is required to submit a Sanctioned Event Completion Report and *provide a complete copy of brackets/results to the Akron CYO Office. mhuber@ccdoble.org *If a scheduling program service is used and the has been previously provided, only page 1 of the Completion Report needs to be completed.
- Penalty for noncompliance to any of these terms results in inability to sponsor events for one calendar year.

I have read, understand, and agree to the terms of the Sanctioned Event Application Guidelines.

EVENT DIRECTOR: _____ DATE: _____



YOUTH & YOUNG ADULT MINISTRY & CYO OFFICE
SANCTIONED EVENT COMPLETION REPORT



Please submit this report, along with a *completed copy of the brackets and results*, OR the *tournament link* [to access this information], **no later than 10 days after the closing date of the event** to the CYO Athletic Office, 795 Russell Ave., Akron, OH 44307; FAX: [330] 535-9040 mhuber@ccdocle.org. There is an option to complete form online. Penalty for noncompliance to any of these terms results in inability to sponsor events for one calendar year.

PLEASE TYPE OR PRINT

SPONSORING ORGANIZATION: _____

SANCTIONED NUMBER: _____ EVENT DIRECTOR: _____

REQUESTED START DATE: _____ REQUESTED END DATE: _____

ACTUAL START DATE: _____ ACTUAL END DATE: _____

Briefly describe any details that varied from original application [including dates and grades]:

of official CYO rosters collected: _____ List any teams that did not provide an official roster:

Did you submit a list of all teams, with coaches names, prior to tournament? _____

~CYO use only~
verified: _____
Date: _____

Did you submit a copy of the bracket/schedule, or link, prior to tournament? _____

Link: _____ Who assigned officials? _____

Were there any ejections? YES: _____ NO: _____

Information submitted to CYO website "Report an Incident" within 24 hours? YES: _____ NO: _____

CERTIFICATION

I attest that all of the information provided on this completion report along with the attached completed event brackets and results [if required], is correct and accurate. I further attest that I abided by the guidelines stated on the application and that the CYO Charter and Bylaws, as well as CYO specific rules were followed throughout this event.

Event Director: _____ Date: _____
Signature

~FOR CYO OFFICE USE ONLY~

TEAM LIST REC'D: _____ #:	_____	HEAD COACH NAME: _____	LINK: _____
SCHEDULE/BACKET: _____		FINAL RESULTS: _____	INCIDENTS: _____
DATE RECEIVED _____		DATE REVIEWED: _____	STAFF: _____
NOTES: _____			

