

Region 19
C.Y.O.
Athletic Directors Board
Operating Procedures

Table of Content

Section A - Operating Procedures for Athletics.....	A-1
I. Title.....	A-1
II. Purpose	A-1
III. Membership	A-1
IV. CYO Calendar Year.....	A-1
V. Athletic Board.....	A-1
VI. Duties of the Board Members	A-3
VII. Rules of Order.....	A-4
VIII. Schedule of Meetings	A-4
IX. Process for Making Changes to the Operating Procedures for Athletics.....	A-4
X. Operating Procedures for Athletics Period of Review	A-4
Section B - Coaches	B-1
I. Accredited Coaches	B-1
II. CYO Coaches Pledge	B-1
III. Coaches Goals.....	B-1
IV. Guidelines for Coaches at All Levels of Play.....	B-2
V. Coaches Responsibilities	B-2
VI. Coaches' Conduct Review Board.....	B-2
Section C - Policies and Procedures for Specific Sports	C-1
I. Selection of Specific Sport Commissioners	C-1
II. Duties of the Specific Sport Commissioners	C-1
III. Specific Sport Polices	C-1
IV. Process for Making Changes to Sport Policies.....	C-1
Section D- Financial Accountability and Procedures Section.....	D-1
I. CYO Financial Chain of Command.....	D-1
II. Financial Accountability.....	D-1
III. Financial Procedures.....	D-2
IV. Process for Making Changes to Financial Procedures.....	D-4
Section E - Amendments	E-1

Section F - Approval F-1

Section A
Operating Procedures
For
Athletics

Section A - Operating Procedures for Athletics

I. **Title**

This organization shall be known as Region 19 C.Y.O. (Catholic Youth Organization) Athletic Directors Board.

II. **Purpose**

The purpose of this organization shall be to provide athletic programs and activities for the children of the 18 parishes and one regional CYO athletic ministry within Region 19 of the Catholic Youth Organization (CYO) of the Archdiocese of Philadelphia. This includes providing a forum for communications between the representatives of the member organizations, making decisions on guidelines and policies for the Region 19 athletic programs, approving financial expenditures, reviewing coaches' conduct and investigating complaints arising out of games and events.

III. **Membership**

The Membership shall be all CYO Athletic Directors (or designated representatives) of the Region 19 Parishes (St. Andrews, St. Ann, Assumption BVM, St. Bede the Venerable, St. Charles Borromeo, St. Ephrem, Holy Trinity, St. Ignatius, St. John the Evangelist, St. Mark, St. Michael the Archangel, Our Lady of Fatima, Our Lady of Grace and St. Thomas Aquinas), Holy Family Regional CYO Athletic Ministry, Region 19 Athletic Director, Region 19 Assistant Athletic Director, Region 19 Treasurer, Region 19 Secretary and Region 19 Mission and Ministry Coordinator. Specific sport commissioners shall be considered associate board members.

IV. **CYO Calendar Year**

The CYO Calendar Year starts July 1 and ends June 30.

V. **Athletic Board**

A. **Control**

The control of this organization shall be vested in the Region 19 CYO Athletic Directors Board, which shall consist of the following members:

1. Region 19 Athletic Director
2. Region 19 Assistant Athletic Director
3. Organization Athletic Directors (15) - or designated representatives
4. Region 19 Treasurer
5. Region 19 Secretary
6. Region 19 Mission and Ministry Coordinator

B. Associate members

The following individuals are associate (non-voting) members of the board:

- A. Cross Country Commissioner
- B. Soccer Commissioner
- C. Basketball Commissioner
- D. Baseball Commissioner
- E. Grade School Softball Commissioner
- F. High School Softball Commissioner
- G. Track Commissioner

C. Active/Inactive Organization Status

- 1. For voting purposes, an Active Organization is defined as a organization that has had a representative attend at least ~~six~~four Board meetings during the 12 months prior to the current Board meeting.
- 2. If an Active Organization is not represented at two meetings in a row, then that organization loses its voting privilege. The right to vote is regained at the beginning of the third meeting attended.
- 3. For voting purposes, an Inactive Organization is defined as a organization that has not had a representative attend at least ~~six~~four Board meeting during the 12 months prior to the current Board meeting. When an inactive organization has a representative attend two board meetings in a row, that organization is automatically restored to active status at the beginning of the third meeting attended.

D. Eligibility to compete in Region 19 Playoffs/Tournament/Championships (Track)

- 1. Any organization in Region 19 that is Inactive at the end of a CYO Calendar year and failed to attend any Region 19 Board meetings during the next CYO Calendar Year is ineligible to compete in Region 19 Playoffs/Tournament/Championships (Track) until they have achieved Active Status. In order to remain eligible for Region 19 Playoffs/Tournament/Championships during that CYO Calendar Year, they must remain Active for the rest of that CYO Calendar Year.
- 2. Any organization in Region 19 that is Inactive for two consecutive CYO Calendar Years, is ineligible to compete in Region 19 Playoffs/Tournament/Championships (Track) until they have achieved and maintained Active Status for a full CYO Calendar Year.
- 3. The region secretary will send a letter to the pastor/priest moderator of any parish/organization that is inactive for a year. The letter will advise the

pastor/priest moderator that their parish/organization is in jeopardy of being ineligible to compete in Region 19 Playoffs/Tournament/Championships (Track).

E. Decisions of the Board shall be reached as follows:

1. Each Active Organization shall have one vote. If an individual holds dual positions within the region (for example, Region Athletic Director and a Organization Athletic Director), that individual shall have only one vote.
2. The Region 19 Athletic Director, Region 19 Assistant Athletic Director, Region 19 Treasurer, Region 19 Secretary and Region 19 Mission and Ministry Coordinator shall each have one vote.
3. A quorum, consisting of 50% of the Active Organizations plus one (1) is required for any votes to be taken. (For example, if there are eleven (11) active organizations, then a quorum is seven (7). If there are ten (10) active organizations, then a quorum is six (6).) Inactive organization and associate board members are not counted when determining a quorum.
4. All decisions shall consist of a simple majority of votes being cast (Abstentions are not considered votes cast.)
5. In the event that there is a tie vote then the issue must be rediscussed or held over to the next meeting and revoted.

F. Succession of Authority

If the Athletic Director is unavailable, succession of authority shall fall to the Assistant Athletic Director. If the Assistant Athletic Director is unavailable, succession of authority shall fall to the Treasurer. If the Treasurer is unavailable, succession of authority shall fall to the Secretary. If the Secretary is unavailable, succession of authority shall fall to the Mission and Ministry Coordinator. If none of the above is present, then no meeting will be held.

G. Election of Region Athletic Director, Assistant Athletic Director, Treasurer, Secretary and Mission and Ministry Coordinator

The Region Athletic Director, Assistant Athletic Director, Treasurer, Secretary and Mission and Ministry Coordinator will be elected to four (4) year terms and will be elected at the May meeting. They may be elected to unlimited number of terms and may be selected from one of the Active Organization Athletic Directors or Sport Commissioners.

VI. Duties of the Board Members

The duties of the members of the Region 19 Athletic Board are:

- A. Region 19 Athletic Director - He/She shall represent Region 19 CYO at all Diocesan and Region athletic meetings and coordinate the scheduling of Region 19 CYO athletic activities.
- B. Region 19 Assistant Athletic Director - He/She shall fill in for the Region 19 Athletic Director when the Athletic Director is not available.
- C. Organization Athletic Director (or Designated Representative)- He/She shall have one (1) vote and shall represent the organization CYO at all league and Region athletic meetings.
- D. Specific Sport Commissioner - He/She shall represent Region 19 CYO at all Diocesan and Region sport specific athletic meetings and coordinate the scheduling of CYO specific sport athletic activities. The Region 19 Athletic Director shall select each specific sport commissioner as a temporary commissioner. At the next available Board meeting, the board shall vote on filling the permanent position.

VII. Rules of Order

The Athletic Board may adopt any rule, not inconsistent with the provisions of the Operating Procedures, to provide for the orderly conduct of all meetings of this organization. A record shall be kept of all rules adopted by the Board. In the absence of such rules, Roberts Rules of Order Revised shall govern the deliberations of this Board and Organization.

VIII. Schedule of Meetings

The Board shall have six meetings per year, one during each of the months of January, March, April, June, August, September and November.

IX. Process for Making Changes to the Operating Procedures for Athletics

Any Active member of the Board can submit a proposed amendment to these Operating Procedures for Athletics. The amendment must be submitted in writing at one of the regularly scheduled meetings of the Board. The proposed amendment can be discussed at that meeting but can not be voted upon until the next regularly scheduled meeting. The "Decisions of the Board shall be reached as follows:" section above will be followed in voting on the amendment.

X. Operating Procedures for Athletics Period of Review

The Board shall review these Operating Procedures for Athletics every four years. During the review, all amendments will be incorporated into the main text. The active members of the Board shall indicate their approval of these Operating Procedures for Athletics by signing them at the May meeting.

Section B

Coaches

Section

Section B - Coaches

I. **Accredited Coaches**

All Region 19 coaches must be accredited in accordance with the Archdiocese of Philadelphia CYO guidelines.

II. **CYO Coaches Pledge**

Upon my honor as a CYO coach, I pledge myself to the following:

To guide each player to be a better Christian and better citizen.

To be ethical and sportsmanlike in my coaching conduct toward all players, officials, fans and other coaches.

To motivate each player to compete according to the rules at all times.

To teach each player, especially through my own example, to be humble and generous in victory and proud and courteous in defeat.

III **Coaches Goals**

The over-riding motivation for the program is the involvement of as many youngsters in Christian activities as possible. For coaches' qualifications it is recommended that any coach of a organization CYO be a mature, Christian person. Keeping in mind the enormous influence, which a coach exercises upon the participants in the CYO program, it is a chief responsibility of the CYO organization to properly screen prospective coaches. CYO sports teams, when left in the hands of irresponsible adults, are more harmful to participants than if there were no program at all.

A Good Coach

- * Knows the rules and sees that the players do too.
- * Controls his/her emotions.
- * Has a sense of humor.
- * Knows when and who to substitute.
- * Speaks in a manner and tone becoming a lady or gentleman.
- * Does not criticize or praise too much.
- * Realizes players never purposely make a mistake and never ridicules.
- * Concentrates on coach and lets the officials call the game.
- * Is fair and doesn't show favoritism.
- * Sets realistic practice and game schedules.
- * Never permits an ill or injured player to practice or play.
- * Insists a team practice the way it will play.
- * Uses all players in practices and in games.
- * Never deliberately humiliates an opponent by pushing up the score.
- * Insists that players accept victory with modesty and defeat without alibi.

* Does not rehash a game right after the final whistle when emotions are high, but saves detailed comments for the next practice.

* Realizes a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy and manner."

IV. Guidelines for Coaches at All Levels of Play

- A. Treat all players, super star and average alike, as if they were children, because they are.
- B. Always praise good performance and explain mistakes. Don't condemn them.
- C. All coaches should purchase a copy of the CYO Handbook and abide by the guidelines therein.
- D. Remember that the players usually look up to their coaches; please set a good example for them.

V. Coaches Responsibilities

- A. Be responsible for the children.
- B. Take attendance.
- C. Take responsibility of the facilities (fields, gym, hall) both home and away:
- D. Be responsible for equipment signed out to you.
- E. Make sure all children are accounted for before they go home. **DO NOT LEAVE THE PREMISES BEFORE THE CHILDREN.**
- F. Notify a child's parent/guardian in case of any injury. Then notify the sport Commissioner of a serious injury.
- G. Communicate with the children. Notify them of all changes (phone if necessary).
- H. Pray before all activities.
- I. Do not tolerate name calling or fighting among teammates..
- J. Attend C.Y.O. Accreditation clinic. They are held periodically during the year. You cannot coach a second year if you are not accredited.
- K. Be aware of league rules.
- L. Use the coaches handbook for references.

VI Coaches' Conduct Review Board

A coaches' conduct review board shall be appointed to serve for a 12 month period at the May meeting. The review board shall be comprised of 7 active members from the athletic board. The Region Athletic Director shall have the discretion to designate the number of Review Board members that shall actual participate in the individual review. At least three must be selected. Any sport commissioner or

organization athletic director shall be able to submit the name of a coach whose conduct should be reviewed. The review board shall have the authority to suspend the coach and/or rescind the coach's accreditation and require him/her to retake the CYO Coach's accreditation training.

Section C

Policies and Procedures for Specific Sports

Section

Section C – Policies and Procedures for Specific Sports

I. **Selection of Specific Sport Commissioners**

The Board shall appoint the following sports commissioners:

- A. Cross Country Commissioner
- B. Grade School Soccer Commissioner
- C. High School Soccer Commissioner
- D. Basketball Commissioner
- E. Baseball Commissioner
- F. Grade School Softball Commissioner
- G. High School Softball Commissioner
- H. Track Commissioner

In the event that a sport commissioner resigns, the Region 19 Athletic Director shall select a temporary commissioner. At the next available Board meeting, the board shall vote on filling the permanent position.

II. **Duties of the Specific Sport Commissioners**

Each Sport Commissioner shall coordinate the scheduling of CYO specific sport athletic activities and shall represent Region 19 CYO at all Diocesan and Region sport specific athletic meetings. Each Sport Commissioner shall attend at least one Board meeting during the year.

III **Specific Sport Policies**

Each specific sport shall have a set of policies and procedures that address the unique needs of the sport. These policies and procedures shall be developed and maintained by the sport commissioner and representatives of the organizations participating in the sport. The organization representatives and/or the commissioner shall initiate all changes to these policies and procedures. Once these individuals have agreed to the changes, then the commissioner shall present them in writing to the Board for final approval. If the Region Athletic Director thinks it is in the best interest of the Region, he can authorize the commissioner to implement the change, pending final approval by the Board. (Once the Board reviews the change, it can rescind the change.)

IV **Process for Making Changes to Sport Policies**

Any member of the Board or Associate member can submit a proposed change to Sport Policies. The proposal must be submitted in writing at one of the regularly scheduled meetings of the Board. The proposal can be discussed at that meeting but can not be voted upon until the next regularly scheduled meeting. The “Decisions of the Board shall be reached as follows:” section above will be followed in voting on the proposal.

Section D

Financial Accountability and Procedures

Section

Section D – Financial Accountability and Procedures

I. CYO Financial Chain of Command

The CYO Financial Chain of Command is:

- A. Organization CYO Treasurers
- B. Organization Sport Coordinators/Athletic Director
- C. Region Sport Commissioners
- D. Region Athletic Director
- E. Region Treasurer
- F. CYO Central Sports Coordinators
- G. CYO Central Office Treasurer
- H. CYO Central Office Staff

II. Financial Accountability

A. Region Athletic Director

The Regional Athletic Director shall oversee the implementation of the financial procedures documented in the Region 19 CYO Athletic Directors Operating Procedures. He/she shall be one of the authorized signers for the Region 19 CYO bank account. On an as needed basis, he/she shall obtain cash advances from the Region Treasurer and initiate a related expense report (including receipts), that is forwarded to the Region Treasurer.

Reimbursable items include:

- 1. Postage
- 2. Food and refreshments
- 3. Other administrative costs necessary to conduct CYO business

B. Sport Commissioner

Each Sport Commissioner shall prepare a sport-specific financial budget for the sport prior to the beginning of the sport season and an expense report at the end of the season. He/she shall submit this budget and expense report to the Region Treasurer.

The Region Treasurer reviews the proposed budget and presents any issues to the Region Athletic Director. The Region Treasurer and Athletic Director either approve the budget or reject it. If it is rejected, then it is returned to the Sport Commissioner to be modified and resubmitted.

Once the budget has been approved, then it is the responsibility of the Sport Commissioner to stay within the approved budget.

The schedule for submitting the sport-specific budgets and expense reports is as follows:

Sport	Budget Due Date	Expense Report Due Date
Fall Sports	July 1 st	January 1 st
Winter Sports	October 1 st	April 1 st
Spring Sports	February 1 st	August 1 st

The budget due dates have been established to allow time for organization fee adjustments to be made to support the approved budget.

All bills should be submitted as soon as possible and any outstanding bills must be submitted no later than the date that the expense report is submitted.

Based on inputs from the Sport Commissioner, the Region Treasurer will submit a list of outstanding fines and fees to the organization athletic director for payment.

C. Region Treasurer

The Region Treasurer shall implement the financial procedures documented in the Region 19 CYO Athletic Directors Operating Procedures. He/she shall be one of the authorized signers for the Region 19 CYO bank account. The Region Treasurer shall regularly attend Region Athletic Directors meetings and shall meet on an as-needed basis with the sport commissioners. He/she shall work closely with the Region Athletic Director, the Region Athletic Board and Sports Commissioners throughout the financial budget and expense report process. This includes:

1. Issuing checks
2. Collecting fees
3. Providing reimbursement of expense items related to the CYO Sports Program
4. Processing expense reports
5. Preparing financial budgets
6. Providing cash advances

The Region Treasurer shall meet, as necessary, with CYO Central personnel or the Athletic Director.

At the conclusion of each sport season the Region Treasurer shall prepare and forward a financial actual statement to the Region Athletic Director who shall forward a copy to the Sport Commissioners, organization Athletic Directors, and CYO Central.

In July, the Region Treasurer shall prepare a budget statement and financial actual statement based on the previous years' sports activity costs. The financial report shall contain the current year's actuals, the current year's budget and the prior year's actuals. Explanation for significant variances shall also be included.

III **Financial Procedures**

The Region 19 CYO Athletic Directors Board financial procedures are as follows:

- A. Establish a Region 19 CYO Athletic Directors Board bank account (regional account).
 1. Three signers (Region Treasurer, Region Athletic Director and Assistant Regional Athletic Director) – Only one authorized signer is required to sign checks. Checks written in excess of \$5,000 shall require approval of the Athletic Directors Board.
 2. Access by any means other than a check is strictly forbidden (debit card, etc.).
 3. Should not accrue any bank service charges (similar to other “not for profit” corporate accounts)
- B. Filter all sports-specific receipts and disbursements through the regional account.
- C. The regional account should be audited yearly in the July-August time frame.
- D. Formulate the sports-specific athletic budget based on a “break even” philosophy.
- E. Establish a minimal operating surplus at the end of each sport season to be carried over into the next season
 1. This philosophy guards against possibility of accumulating large cash surpluses at the end of each season
 2. Year-end surpluses that exceed an amount of approximately \$20./team should be distribute at the discretion of the Athletic Directors Board.
- F. Within the region account, establish a general fund for any non-sports-specific transactions, and to hold any surplus for any sport-specific balances.
- G. Individual **organization** are responsible for paying officials before each contest.
- H. Completion of financial statements – formulated, prepared, and submitted
 1. Expense reports – Shall be completed in accordance with the CYO Central guidelines.
 2. Budget statement - Shall be completed in accordance with the CYO Central guidelines.
 3. Financial actual statements - Shall be completed in accordance with the CYO Central guidelines.
- I. Sport Commissioner procedures
 1. Sport Commissioners meet and update the Regional Athletic Director,

Organization Athletic Directors, and Regional Treasurer preceding each season.

2. League fees, official fees, assignor fees and medal and trophy and all-star shirt costs are addressed at the Commissioners meetings for each sport. Purchase of medals, trophies and all-stare shirts must comply with the established Region 19 policy.
 3. At the conclusion of the season, the Sport Commissioner prepares and forwards a Financial Actual Statement to the Region Athletic Director and Region Treasurer.
 4. The Region Athletic Director provides a copy of the Sport Commissioner's report to all organization Athletic Directors, whether or not all organizations participated in the specific sport.
 5. The Region Treasurer maintains a copy of the sport Commissioner's report and forwards an all inclusive sport-specific financial statement to CYO Central.
 6. The Sport Commissioner forwards a budget statement to the Region Athletic Director.
 7. Team registration fees are made payable to "Region 19 CYO" and forwarded to the Sport Commissioner by the Organization Athletic Director preceding each season (One check per organization). This includes archdiocesan fees. A breakdown of the number of teams at each level should accompany the payment.
 8. The Sport Commissioner forwards all funds to the region Treasurer and maintains an Income/Expense Report.
 9. The Sport Commissioner accounts for all region fees collected.
 10. The Sport Commissioner accounts for all reimbursable expenses that are incurred directly by the sport commissioner.
- J. Any expenditure not cover in a sport-specific budget or not a reimbursable item must be approved by the Athletic Directors Board. If the item is time critical, the expenditure can be approved by two members of the executive board other than the Treasurer and two randomly selected active Athletic Directors.

IV **Process for Making Changes to Financial Procedures**

Any member of the Board or Associate member can submit a proposed change to Financial Procedures. The proposal must be submitted in writing at one of the regularly scheduled meetings of the Board. The proposal can be discussed at that meeting but can not be voted upon until the next regularly scheduled meeting. The "Decisions of the Board shall be reached as follows:" section above will be followed in voting on the proposal.

Section E

Amendments

Section

Section E - AMENDMENTS

Section F

Approval

Section

Section F - Approval

We the members of the C.Y.O. Region 19 Athletic Directors Board do hereby adopt these Operating Procedures, Policies and Amendments on this the ____ day of _____, 2013.

Athletic Director

St. Andrews

St. Ann

Assumption BVM

St. Bede the Venerable

St. Charles Borromeo

St. Ephrem

Holy Family Regional CYO Athletic Ministry

Holy Trinity

St. Ignatius

St. John the Evangelist

St. Mark

St. Michael the Archangel

Our Lady of Fatima

Our Lady of Grace

St. Thomas Aquinas