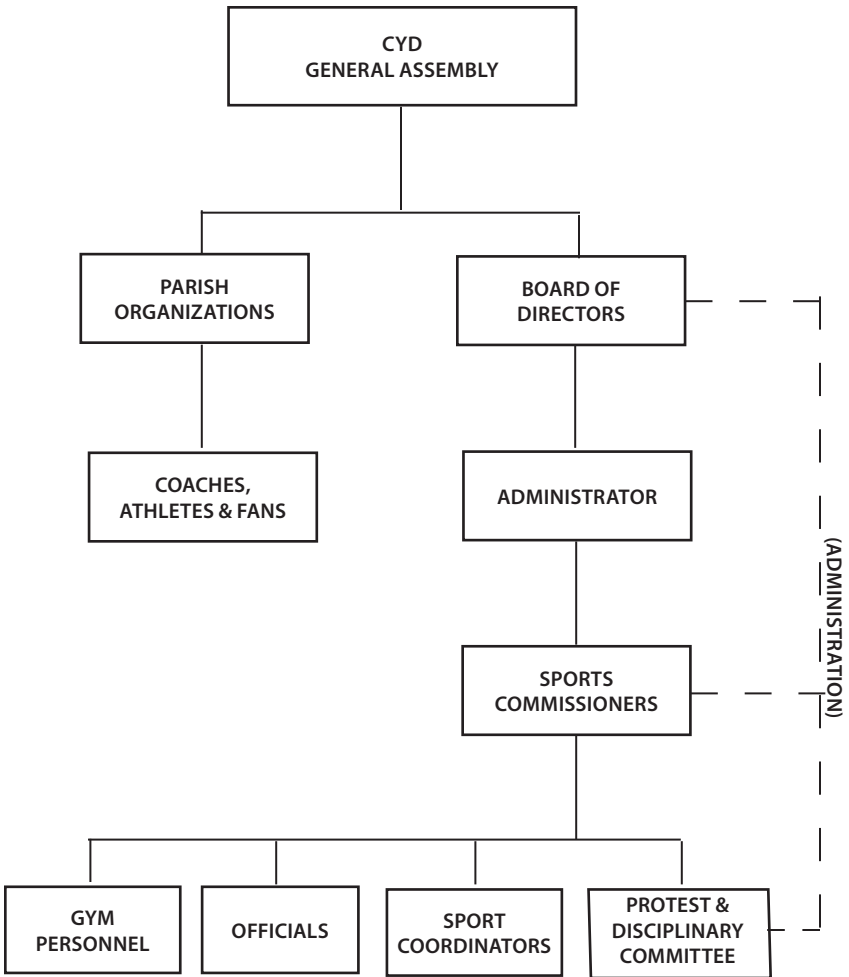


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# FLOW CHART



# **CYO of Greater Dayton abides and cooperates with the Archdiocese of Cincinnati Charter of Catholic Youth Athletics**

## **RESPONSIBILITY SYNOPSIS**

**The General Assembly** is the governing body of CYO of Greater Dayton, and consists of 1 parish representative from each member parish.

**The Board of Directors** administrates the CYO of Greater Dayton, and consists of five (5) elected parish representatives.

The Board of Director's responsibilities are:

- to understand and implement the mission of CYO
- to abide and cooperate with the Archdiocese of Cincinnati policies as written in the Charter on Catholic Youth Athletics.
- to assure the financial stability of CYO
- to hire Sports Commissioner(s)
- to oversee the operation of each sport program.

**The Administrator** is hired by the Board of Directors and carries out the tasks and activities associated with ensuring the continual day-to-day operation of CYO in accordance with the policies established by the Board.

The Administrator's responsibilities are:

- to understand and implement the mission of CYO
- to abide and cooperate with the Archdiocese of Cincinnati policies as written in the Charter on Catholic Youth Athletics.
- to have in-depth knowledge concerning all CYO administrative and sports activities and operation
- to make decisions necessary to implement the policies of CYO
- to ensure knowledge of, and compliance with, all CYO rules and regulations by member organizations and individual participants in CYO activities
- to supervise the Sports Commissioner and other employees
- to inform the Board of Directors of problems and recommend policy changes

**The Sports Commissioners** are hired by the Board of Directors and are responsible for directing and executing each sports program.

The Sports Commissioners' responsibilities are:

- to understand and implement the mission of CYO
- to abide and cooperate with the Archdiocese of Cincinnati policies as written in the Charter on Catholic Youth Athletics.
- to report to the Board of Directors and to CYO Administrator
- to compile the sport rules
- to prepare sports schedules and tournament / playoff schedules
- to acquire officials, game sites, personnel
- to communicate with the coaches
- to communicate regularly with the CYO office

**The Parish Representative** is the parish liaison to CYO.

The Parish Representative's responsibilities are:

- to understand and implement the mission of CYO
- to abide and cooperate with the Archdiocese of Cincinnati policies as written in the Charter on Catholic Youth Athletics.
- to attend all CYO General Assembly Meetings
- A \$25 Penalty Fee will be assessed to the parish for each meeting at which they are not represented
- to represent their parish's view concerning the issues, policies and procedures of CYO
- to communicate policies and procedures of CYO to the parish
- to be objective about the common good of the organization
- is a voting member for their Parish.

**The Athletic Director** is the administrative liaison between their parish and CYO.

The Athletic Director's responsibilities are:

- to understand and implement the mission of CYO
- to abide and cooperate with the Archdiocese of Cincinnati policies as written in the Charter on Catholic Youth Athletics.
- to provide a leadership role regarding issues affecting their athletic association and CYO
- to inform coaches, players and parents concerning the philosophies and rules of CYO
- to communicate information between the CYO office and coaches
- to assure eligibility of the team members
- to fulfill all requirements for necessary paperwork and fees

**The Coach** is their parish's team leader and is an agent of CYO at scheduled contests.

The Coach's responsibilities to CYO are:

- to understand and implement the mission of CYO
- to abide and cooperate with the Archdiocese of Cincinnati policies as written in the Charter on Catholic Youth Athletics.
- to create an atmosphere where the athletes can have fun
- to teach the basic skills of the sport
- to encourage each participant to develop their God-given talents
- to treat participants fairly and with respect
- to encourage athletes to demonstrate good sportsmanship
- to implement the CYO objective to "encourage participation of each athlete in every contest"
- to follow recommendation for minimum playing time
- to set a good example by their own example
- to show respect for other teams, coaches, officials, fans, & facilities
- to convey to athletes and fans that good behavior is expected

**It is not permitted to humiliate an opposing team by playing in such a way so as to intentionally run up the score after the outcome of the game is no longer in question (taken from the Archdiocese Charter on Youth Athletics).**

**The Student / Athlete** is the team player for their parish.

The Student Athlete's responsibilities are:

- to develop and use their God-given talents
- to abide and cooperate with the Archdiocese of Cincinnati policies as written in the Charter on Catholic Youth Athletics.
- to demonstrate good sportsmanship
- to show respect for other student athletes, coaches, fans, and facilities
- to follow the rules of CYO
- to set a good example by their own example

**The Parents/Fans** are representatives for their parish

The Parent/Fan responsibilities are:

- to follow CYO rules.

- to abide and cooperate with the Archdiocese of Cincinnati policies as written in the Charter on Catholic Youth Athletics.
- to demonstrate good sportsmanship
- to show respect for other student athletes, coaches, fans, and facilities
- be a good example – you represent your parish.

## ADMINISTRATIVE INFORMATION

### DEADLINES

**Sport Entry Forms** stating intentions as to the number of teams participating in each sport are due on date stated in Sport Entry Letter.

**Sport Entry Fee, Rosters of Participants with ALL Signatures and CYO Parental Consent Forms** are due in the CYO Office on date stated in Sport Entry Letter

1. Separate Parental Consent Forms for each participant is required from Parishes who don't use electronic registration.
  - a. The team is considered eligible when there are enough players to play a game.
  - b. All Team Rosters and Parental Consent Forms must be originals. Copies will not be accepted.
2. Any participant not having a Parental Consent Form on file in the CYO Office is ineligible to play a sport.
  - a. The CYO Office is not responsible for forms that are mailed or dropped off when the office is closed.
  - b. It is the responsibility of the parish to confirm that the forms have been received by the CYO Office.
3. Team Rosters, Parental Consent Forms, and Entry Fees will not be accepted at the game site.
4. The CYO Office monitors this deadline and has the authority to effect a procedural forfeit when warranted.
5. A team may add or drop participants to its Roster up to and including the third League game. Any exceptions must be approved by

Administrator.

6. Teams may not be added to a Sport after the Roster deadline date stated in the Entry Letter.
7. Teams dropped after Roster deadline will be charged a \$100 Penalty Fee, and will forfeit its Sport Entry Fee. If the schedule has been published, a \$15 Forfeit Fee will also be charged. Gym fees may be charged if applicable.
8. The Sport Roster Deadline Date is also the deadline for informing the CYO Office of dates and teams unavailable to play due to school functions. CYO will not reschedule games if not informed by the Roster Deadline Date.
9. If there are more than two older students requesting to play on lower level teams in basketball or volleyball or three older students in soccer, baseball or basketball (i.e. 8th graders playing on a 7th grade team) the approval of the commissioner is required and requests must be received by the Commissioner by the Roster Deadline Date.
10. Special requests for league placement must be received by CYO by the Sport Roster Deadline Date.

## FINANCES

**Player Participation Fee** is the charge for each participant of a sport, and will be billed mid-season of each sport, when feasible.

1. Team Entry Fees are to be paid in advance, on the Roster Deadline Date, and are not invoiced.
2. Billing for participants will be determined using the Team Roster after the third league game.
3. There will be a charge for students dropped by a parish after this date.

**Invoice Terms** are payable upon receipt, with a 1.5% carrying charge per month after sixty (60) days.

1. The Player Participation Fee is designed to cover actual expenses of the sport.
2. It is expected that invoices submitted by CYO to a parish be paid as soon as possible after receipt, to ensure CYO is able to meet the expenses accrued by sport.

## **FINES**

**Complaints** – Failure to respond in writing within the allotted time, to a complaint filed against a parish: \$25.00 Fine. (See PROTEST AND DISCIPLINARY COMMITTEE for complaint procedure.)

**General Assembly Attendance** – Mandatory attendance by parish representative at all meeting per school year is required: \$25.00 Fine for non-attendance at meeting.

**Late Drop of a Team** – \$100 Penalty Fee, in addition to retaining the Entry Fee. This is for any team that is dropped after the Roster Deadline Date. Gym time may be charged if applicable.

## **FORFEITS**

**Game Forfeits:** A team that forfeits a game will be charged a \$15.00 fee, plus gym rental, plus cost of workers, if any.

**Procedural Forfeit:** A team may forfeit if it is determined by CYO Office that:

1. Team rosters, parental consents, entry fee or other deadlines or procedures are not met.
2. A player that has been determined to be ineligible.

No fee is charged and loss(es) may be awarded.

## **PLAYER PARTICIPATION:**

**It is recommended equal playing time** for 4th & 5th graders.

1. Boys and Girls Soccer, 20 minutes per contest.
2. Boys and Girls Basketball, 1 full quarter per contest.



3. Boys Baseball, 2 innings of field play and continuous batting order.
4. Boys and Girls Volleyball, 2 entries per contest.

There are recreational and competitive leagues for grade 6 through 8.

## **PROTESTS AND COMPLAINTS**

**GAME PROTEST:** A game protest involves a rule violation or action which would have significantly affected the outcome of the game. Judgment calls by the officials are not subject to protest. A game protest must be received in writing by the CYO office within 48 hours of the game and must be accompanied by a \$25.00 fee. If the protest is allowed, the fee will be returned. If disallowed, the fee will be retained.

**INELIGIBILITY PROTEST:** A protest of player ineligibility must be in writing, received in the CYO office anytime during the season and must be accompanied by a \$25.00 fee. If protest is allowed, the fee will be returned. If disallowed, the fee will be retained.**COMPLAINT:** A complaint involves the actions of the officials, fans, coaches, or athletes which are not consistent with good Christian behavior and/or the mission of CYO. Complaints will be handled by the Protest and Disciplinary Committee (see General Information).

## **GENERAL INFORMATION**

### **COMMUNICATION**

General mailings are meant to keep members up-to-date on season CYO news. A letter is sent out before the beginning of each sport season and will give the date of the Coaches Meetings, as well as other deadlines.

General mailings are sent to all Athletic Directors and Parish Representatives. Mailings are not sent directly to coaches.

### **OTHER**

Forms and information available upon request at the CYO Office include the CYO Rules of the Sports, current lists of Board of Directors, Athletic Directors, and Parish Representatives, Parental Consent Forms, Roster Forms, Medical Release Forms, Yearly Sports Calendar, and other such information.

## **EJECTION AND SUSPENSION**

A. **Ejection:** A coach, parent, or fan that is ejected for any reason must leave the premises and shall be suspended for the next scheduled game. A player who is ejected from the game is not required to leave the premises.

B. **Suspension:** An individual who is suspended shall be prohibited from attending the next game. Suspensions for egregious violations may include multiple games, practices, and other team activities at the discretion of the Sports Commissioner,

**First Offense,** ejection for the rest of the game or practice; attendance at the next game prohibited.

**Second Offense,** ejection for the rest of the game or practice; attendance at next two games prohibited.

**Third Offense,** attendance at practices, games and any other team activities is prohibited for the rest of the season.

**No alcohol, tobacco, smoking, or any illegal substance is permitted at any CYO events. No alcohol is permitted at tailgate parties.**

### **CYO PROTEST AND DISCIPLINARY COMMITTEE**

Each sport shall have a Protest and Disciplinary Committee. This committee is comprised of the Sport's Commissioner, the board liaison, another board member, and one alternate who will act in the event one of the other members has a conflict or is unavailable.

This committee is established to address problems that arise concerning a sport, including complaints, disciplinary action, or an official protest. To be considered, comments must be presented in writing to the CYO office.

1. Game protest and ineligibility protest will be addressed immediately by the committee. Written complaints must be initiated by a Parish Athletic Director. Any complaint sent directly to the CYO office will be forwarded to the appropriate Athletic Director. They will be asked to investigate the incident with the people involved and attempt to resolve. If they are unable to resolve at the parish level they will forward the complaint along with all investigative information to the CYO office. If a reply is not received within a specified amount of time, the ruling will automatically be in favor of the complainant, and a \$25.00 fine will be assessed to parish, plus possible suspension depending on the severity of the problem.

2. The P&D committee will review the complaint and make a decision based on the information available. If it is a grave matter, the committee will meet with the parties involved before making their decision. The decision of the committee will be final.
3. Complaints received when the Athletic Director is directly involved and all complaints received from officials will be investigated directly by the P&D committee. Penalties assessed by the P&D committee can be of varying degrees, and may include complete suspension of a member parish, or person(s) from all CYO activities and function.

## **TROPHIES**

CYO's trophy standardization policy is as follows:

Individual awards will be left up to the individual parishes.

1st Place trophy for Tournament

2nd Place trophy for Tournament

1st Place trophy for League

The award of trophies and specifications for same is subject to review and change by the Board without notice.

## **CYO OF GREATER DAYTON STUDENT AND TEAM ELIGIBILITY RULES**

### **STUDENT ATHLETE ELIGIBILITY RULES**

1. A student athlete must be a registered member of a parish or a student attending the parish school in order to participate in a CYO sponsored sport.
  - A. If a registered member of the parish attends another parish school, member has the option, when both parishes have a team in a particular sport, of playing on either team. However, member must play for the parish for the remainder of that school year when each parish has a team in a sport.
2. Student athletes from grades 4 through 8 are eligible.
3. An athlete can only play on one CYO team of the same sport in the same season (including tournaments).
  - A. A player may not switch teams once player has played on a team without consent of the CYO Administrator and Sports

Commissioner.

- B. No boy shall play on a team designated as a girls team, and no girl shall play on a team designated as a boys team.
4. Any non-Catholic or Catholic athlete attending a public school that is in junior high (7th & 8th grade) and is on their school's roster or playing with their school team is subject to an OHSAA Rule Violation. They are not allowed to practice, scrimmage or play in any games and tournaments outside of their school's program. If a violation is determined by the OHSAA Rule's and the athlete is playing on a CYO team, the CYO is not liable for any restriction placed on that athlete's school sports program.

### **TEAM ELIGIBILITY RULES**

A parish that cannot provide a complete team in a particular sport, but has student athletes interested in participating, can:

- A. Have the student athletes placed on another parish team geographically adjacent to the parish that cannot field a team.
  - B. Form a COMBINED TEAM with one or more adjacent parishes. In this event, ALL student athletes from a parish must play for that assigned team.
1. With either choice, rosters for these student athletes are required for each parish involved, with that parish's appropriate signatures.
2. COMBINED TEAMS are not required to have a parish name for their team, but Christian standards should be used in choosing a name.
3. COMBINED TEAMS will not have a "home school"; however, one school must be responsible for receiving and paying of all bills.

### **CONSTITUTION**

#### **ARTICLE I - NAME**

CYO of Greater Dayton

#### **ARTICLE II - STATEMENT OF PHILOSOPHY**

A. The CYO of Greater Dayton (CYO) exists to provide the Catholic Youth of the Greater Dayton area an opportunity to participate on athletic

teams, and to provide proper leadership and Christian supervision to ensure that student athletes will grow strong, socially, culturally, spiritually, mentally, and physically.

B. The CYO is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

C. The CYO shall not carry on any other activities not permitted to be carried on [a] by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the Law) or [b] by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

### **ARTICLE III - GOALS**

Catholic Youth Athletics is a form of youth ministry that leads young people closer to Christ. The CYO strives to offer the youth exposure to sports programs; to provide enjoyment and physical exercise. CYO of Greater Dayton has three main goals:

1. Discipleship: to empower young people to live as disciples of Jesus Christ in our world today.
2. Participation: to draw young people to responsible participation in life, mission and work of the Catholic faith community.
3. Growth: to foster the total personal and spiritual growth of each young person.

CYO of Greater Dayton adheres to the following Guiding Principles from the Archdiocese of Cincinnati's Charter on Catholic Youth Activities. The Guiding Principles are:

a) Discipleship, Faith and Family First: Catholic Youth Athletics proceeds from and should always include Christian discipleship in the Catholic faith, in support of the parents and families whose children participate. Charter policies and guidelines are developed with Christian discipleship, the Catholic faith, and family well-being as top priorities.

b) Evangelizing Mission: The whole Church and each of its members are called to the mission of evangelization; so too, is Catholic Youth Athletics a part of that mission. Participants, parents, families, coaches, athletic

organizations, fans and alumni – all those involved in some way in Catholic Youth Athletics – are invited into this evangelizing mission bringing the good news of Jesus Christ to a world much in need of it. The Charter establishes clear expectations regarding the evangelizing mission of Catholic Youth Athletics.

c) Responsible Participation in the Church: Catholic Youth Athletics will reflect the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world. The Charter includes policies and best practices affirming the priority of active participation in the Catholic faith community, including faith formation as well as worship on Sunday, Holy Days and during liturgical seasons.

d) Faith, Character and Virtue Development: In Catholic Youth Athletics, winning, performing and succeeding are always subordinate to the development of faith, character and virtues in participants and their families. The Charter establishes policies and best practices regarding Christian behavior, good sportsmanship and fair play for players, coaches, volunteers, athletics organizations and parents, in line with the Great Commandments, the Ten Commandments and the Golden Rule.

e) Trained and Competent Coaches and Athletics Leaders: Coaches and athletics leaders serving in Catholic Youth Athletics understand their roles as forms of youth ministry leadership, and will get training that leads to competence not only in coaching a given sport, but also in modeling and sharing faith, developing young Catholic disciples and helping young people and their families stay meaningfully connected to the Catholic Church.

f) Safety and Well-being of Children: The safety and well-being of young people in Catholic Youth Athletics are paramount. The Charter describes policies and best practices to promote the safety and well being of children.

g) Good Stewardship and Accountability: Athletics organizations and leagues that serve the parishes and schools of the Archdiocese should demonstrate good stewardship of money and other resources, with trustworthy and transparent systems of financial accountability.

In and through the experience of Catholic Youth Athletics, children and their families will better follow Christ, be drawn closer to the Church, and will grow in character, virtues and Christian service. The provisions of the Charter have been developed to make this mission a reality in the Archdiocese of Cincinnati.

#### **ARTICLE IV - OBJECTIVES**

A. Prayer: Prayer will occur at all meetings, gatherings competitions and tournaments, as a consistent, clear and compelling reminder of our Catholic identity. Prayer at competitions and tournaments whenever possible

should not be limited to the players on the field but should be offered over the public address system, so all may participate. Minimally prayer should happen before games, but may also happen at other time as appropriate.

B. The CYO of Greater Dayton pursues its goals by earnestly recommending that coaches, leaders, and parents encourage the participation of each athlete in every contest.

C. The CYO of Greater Dayton expects all persons associated with the organization be responsible in every area of its operation, from the Board of Directors to its parishes, from its parishes to their coaches, from the coaches to the athletes, from the athletes to the spectators, and vice versa.

#### **ARTICLE V - MEMBERSHIP**

A. Any Catholic Parish and/or School within the Greater Dayton area shall be eligible for membership in the CYO of Greater Dayton.

B. Any youth who meets the requirements set forth in the CYO eligibility rules may compete in its programs as long as that person agrees to adhere to and comply with all provision, rules and regulations set forth by the organization.

C. The General Assembly, by a two-thirds vote of the Parish Representatives present at any meeting (the representatives present must equal three-fourths of total representatives of the CYO General Assembly to constitute a quorum) shall have the authority to suspend or revoke any Parish's right to participate should that Parish's conduct be considered detrimental as to the best interests of the CYO organization.

D. The Board of Directors, by a two-thirds vote of its members present at any meeting of the Board (the Board members present must equal three-fourths of the total Board) shall have the authority to suspend or revoke any individual's right to participate, should that person's conduct be considered detrimental to the best interest of the CYO organization.

#### **ARTICLE VI - GOVERNMENT**

A. The Government of the CYO of Greater Dayton shall be under the supervision of the CYO General Assembly. The CYO General Assembly shall consist of one (1) representative from each member Parish as appointed by the Parish. The CYO General Assembly shall in turn elect from its membership the Board of Directors of the CYO.

B. The Board of Directors shall consist of five (5) elected members all of whom will have staggered terms of office of two (2) years and may seek re-election. No member shall be a director for more than three (3) consecutive terms (terms being 2 years). The members of the Board of Directors will also remain as members of the General Assembly. These five (5) members shall in turn elect from its group a President, Vice-President, and Secretary/Treasurer.

C. Election of the Officers within the board of Directors shall be held each year in the month following the election of the members to the Board of Directors. No Board members may hold a particular Office for more than threeconsecutive terms (terms being one year).

D. Election for the Board of Directors shall take place at the last regularly scheduled General Assembly meeting of the new fiscal year (July 1st to June 30th). Newly elected members shall assume their duties of office at the first scheduled Board of Directors meeting.

E. Candidates must either be present at the time of nomination and ballot or submit to the President of the Board of Directors in writing, a request for acceptance of nomination. The candidate(s) receiving the highest number of ballots shall be declared elected to the available opening(s) of the Board of Directors.

F. Upon resignation of any Board member, the unexpired term of office shall be filled by an election at the next scheduled CYO General Assembly meeting. If the General Assembly meeting is more than thirty days away from the resignation of the current board member, a new member may be appointed by the Board of Directors to fill the position until the next General Assembly meeting.

G. All matter concerning the general policies of the CYO shall be decided by a majority vote of those present at a duly constituted meeting of the CYO General Assembly. All matters concerning the operations of the CYO shall be decided by a majority vote of those present at a duly constituted meeting of the Board of Directors.

## **ARTICLE VII - FINANCES**

A. The financial funding of this organization shall be formulated as to allow equitable fees to all parishes, in accordance with the CYO policy of participation. The methods of funding shall be proposed by the Board of Directors and approved by the CYO General Assembly. An Annual Audit will be conducted by an outside agency qualified to perform same.



B. Sports and Activities shall be individually budgeted as self-supporting. Administrative funding shall cover any sport or activity unable to meet its expenses.

C. Three people shall be authorized to sign checks, one member of Board of Directors, the Administrator, and the Secretary/Treasurer. The Board will determine the number of signatures required on checks up to a designated amount.

D. Upon dissolution of the CYO, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the CYO, dispose of all of the assets of the CYO, exclusively to its exempt members whoshall at that time qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the board of Directors shall determine, or to be distributed to any State or Local government for a public purpose.

#### **ARTICLE VIII - MEETINGS**

A. The CYO General Assembly shall meet a minimum of two (2) times per year.

B. Board of Directors shall meet prior to all General Assembly meetings and at the times as necessary to facilitate the operation of the CYO organization, including the approval of rules, policies and CYO finances and evaluations for each sport or activity.

C. Any Board member who fails to attend three meetings of the Board of Directors during the fiscal year will vacate their position by reason of said non-attendance. The remaining members of the Board of Directors may appoint a replacement Board member to fill the position until the next General Assembly meeting.

#### **ARTICLE IX - AMENDMENTS**

A. Notice of proposed amendments to this Constitution must be submitted in writing to the Board of Directors sixty (60) days prior to a CYO General Assembly meeting.

B. Written notice of proposed amendments must be submitted to all members of the CYO General Assembly thirty (30) days prior to the CYO General Assembly meeting date on which the vote will be taken.

C. Amendments must be approved by a two-thirds vote of Parish Representatives present. A minimum of 10 parishes must be represented at this meeting.

## **BY-LAWS**

### **I. MEMBERSHIP**

#### **A. Regular**

1. Any Catholic parish and/or parish school within the Greater Dayton area may apply for membership by written application accompanied by a \$100.00 initiation fee.
2. Regular membership entitles each parish to one vote on any issue brought before the Parish General Assembly and the right to participate in any sport program.

#### **B. Affiliate**

1. Any amateur athletic team, including teams not sponsored by a Catholic parish and/or parish school may apply for affiliate membership by written application accompanied by a \$200.00 application fee. Affiliate membership shall entitle affiliate to participate in a specific Sport.
2. Teams seeking affiliate membership must apply on an annual basis for each sport. Acceptance or rejection of applications shall be by majority vote of the parish representatives present at a duly constituted meeting of the general Assembly. An affiliate member's acceptance shall be automatic after three years of continuous participation in a sport.
3. Affiliate members must follow all policies and procedures as set forth by the CYO of Greater Dayton (CYO).
4. Affiliate members are not entitled to voting rights.

### **II. GOVERNMENT**

#### **A. General Assembly**

1. The General Assembly shall set policies for the operation of

the CYO of Greater Dayton.

2. Each parish representative shall be entitled to one vote and represent their parish according to the directives of their parish.
3. The term of office for each representative shall be set by each parish (suggested minimum term one full year).
4. The CYO Office must be notified prior to a meeting if a substitute representative is to represent a parish at a meeting of the General Assembly. If the CYO Office is not given prior notification the substitute representative may be approved by the majority vote of the members of the Board of Directors present.
5. Attendance at all three yearly General Assembly Meetings will be mandatory for the parish representative. If the representative is not able to attend, they are to notify CYO, by phone during business hours, and announce the name of the person who will be attending in their place. There will be a \$25 penalty fee assessed to the parish for each meeting at which they are not represented.

## **B. Board of Directors**

1. The Board of Directors implements policies set forth by the General Assembly.
2. The procedure for the election of the board of Directors is set forth in Article VI of the Constitution.
3. The responsibilities of the Board of Directors shall include:
  - a. hiring paid personnel and establishing their compensation.
  - b. appointing commissioner or coordinators, consultants and the like.
  - c. approving administrative budget.
  - d. appointing the protest and discipline committees.
  - e. consideration of not-Catholic applications.
  - f. overseeing the operation of sports programs, i.e.,

- scheduling fields & gym rental, officials, & scheduling games.
- g. establishing all financial operational procedures
- h. implementing eligibility rules.
- i. preparing the General Assembly agenda
- j. reporting all activities to the General Assembly.

### **C. Executive Committee**

1. The Executive Committee of the CYO Board of Directors shall be comprised of the President, Vice-President, and Secretary/Treasurer. They shall be elected annually for a one year term from the membership of the Board of Directors, their term of office beginning on the first Board meeting after their election or appointment. The procedure for the election of the Executive Committee is set forth in Article VI of the Constitution.
2. The Executive Committee shall meet at the discretion of the President and/or a majority of the Executive Committee members to implement the policy of the CYO or to enact such emergency procedures as may be deemed necessary between meetings of the Board of Directors.

### **D. Standing Committees**

Standing Protest and Discipline Committees shall be appointed by the Board annually for each sport. These committees shall be composed of the Sports Commissioner, two board members and one alternate. These committees will resolve official protests, as well as settle other problems concerning the sport. If the protest involves the Sports Commissioner or any committee member, they will be replaced by the alternate to resolve the problem. Official protests must be accompanied by the established fee.

## **III. DUTIES OF OFFICERS**

- A. **President** - The President is the chief executive officer of the CYO of Greater Dayton. The President shall set meeting dates and determine

the agenda for all Board of Director and General Assembly meetings.

- B. **Vice-President** - The Vice-President shall perform all duties and exercise all powers of the President in his/her absence. In addition, the Vice President shall perform such duties as may be delegated by the President.
- C. **Secretary/Treasurer** - The Secretary/Treasurer shall be the chief financial officer of the CYO. The Treasurer shall assure that all funds paid to the CYO be deposited in the name of the CYO in such banks as the Board of Directors may designate. The Treasurer shall assure that detailed accounts of the assets, liabilities, receipts and disbursements of the CYO be maintained. The Administrator or such other person to be determined by the Board shall maintain an accurate record of the proceedings of the Board of Directors and General Assembly meetings.
- D. All records of the President, Vice-President, and Secretary/Treasurer shall be delivered with the annual report, to incoming officers. A duplicate copy of the annual report shall be given to the Administrator for filing.

#### **IV. AMENDMENTS**

These By-Laws may be amended by a two-thirds vote of the members present at a duly constituted meeting of the General Assembly, with notice of such proposed amendments having been given at the previous meeting or by mail 30 days prior to the date of the meeting, at which said vote is to take place.

#### **V. APPROVAL AND ADOPTION**

These By-Laws shall be effective immediately on the affirmative vote of two-thirds of the members present at a duly constituted meeting of the General Assembly.

**VI.** See our website [daytoncyo.org](http://daytoncyo.org) for a link to the Charter Catholic Youth Athletics for further information or clarification.

## **CHAIN OF COMMAND**

**Complaints from coaches, fans or parents must be directed to the athletic director. Only the athletic director should call the CYO office to list complaints.**

**Complaints from coaches, fans or parents about another school's team must be directed to the athletic director, who then contacts that school's athletic director to resolve any issues.**

**School Principals should not be involved with any complaints as it pertains to CYO events. CYO will only discuss complaints with the Pastors if the athletic director has not resolved the issues.**

**If complaints are not addressed by the athletic director, then the parish representative is responsible for resolving any issues; if the parish representative fails to do their job than CYO will intervene.**

**SPORTS**

BOYS SOCCER

GIRLS SOCCER

GOLF

CHEERLEADING

GIRLS VOLLEYBALL

BOYS VOLLEYBALL

BOYS BASKETBALL

GIRLS BASKETBALL

BASEBALL

TRACK

## NOTES