

**SAINT FRANCIS OF ASSISI
CATHEDRAL PARISH
METUCHEN, NEW JERSEY**

**CATHOLIC YOUTH
ORGANIZATION**

BY-LAWS & GUIDELINES

(Adopted 2005 – 2006 Season)

(Changes for the 2006-2007 Season are in red)

(Changes for the 2007 – 2008 Season are in blue)

Saint Francis of Assisi Cathedral Parish
Catholic Youth Organization
By-Laws & Guidelines

ARTICLE I - TITLE

The title of the Organization will be known as the SAINT FRANCIS CATHEDRAL PARISH CATHOLIC YOUTH ORGANIZATION. (Hereafter SFCYO)

ARTICLE II – PURPOSE

To provide a program of athletics and related activities for the young members of the parish and/or parish school (see Article IV) and to promote the ideals of sportsmanship, scholarship, physical fitness, teamwork, well-mannered Christian living and healthy relationships with our fellow human beings.

To remember that Jesus Christ is the reason for this organization and it is part of the overall mission of our Catholic Parish Family to spread the gospel by word and action.

ARTICLE III – OBJECTIVE

The coaches, with the help of the parents, under the direction of the Board, will create a fun and safe environment and an atmosphere of fair competition through which each child will learn about his/her sport, with a disciplined work ethic and a spirit of cooperation.

ARTICLE IV– MEMBERSHIP

Membership is open to any young person whose family is a registered member of Saint Francis Cathedral Parish and/or is a student at Saint Francis Cathedral School and/or is actively involved in the parish Religious Education Program. All members are expected to be practicing their faith by attendance at weekly mass and must be willing to abide by the basic policies and any decisions made by the SFCYO Board for the governance of SFCYO.

ARTICLE V – OFFICERS

The SFCYO will be governed by the SFCYO Board, which acts in an advisory capacity to the Rector, and the Priest Moderator. The members of the SFCYO Board will consist of persons representing the various areas of responsibility covered by SFCYO, namely: the Site Manager (required by the Diocese), the Assistant Site Manager, Treasurer, Girls' Basketball, Boys' Basketball, Cheerleading, and Concession Stand. This Board will have as its Ex-officio Officers the Rector and the Priest-Moderator. No one shall occupy more than one position on the SFCYO Board.

The Rector in consultation with the Priest Moderator shall appoint the Site Manager. The Rector of the Cathedral will appoint the Priest-Moderator to his position.

In order to fill vacated positions, new members of the SFCYO Board will be appointed to **one** -year terms by the Rector after consultation with the above-mentioned Board.

ARTICLE VI – DUTIES OF THE BOARD

The Site Manager and/or the Priest Moderator shall convene and facilitate all meetings of the SFCYO Board. They may call for the creation of committees and be ex-officio a member of each.

The Site Manager is responsible for the overall operation of the programs and facilities. His/her presence (or that of his/her delegated representative) is required on site by the diocese during games and tournaments. He/she shall distribute and collect and account for all uniforms and equipment. He/she will also be responsible to the parish business manager for assigning and distributing/retrieving all key cards to the facility.

The Rector in consultation with the Site Manager shall appoint an Assistant Site Manager, who shall assist the Site Manager in performing his/her duties as necessary, and shall perform the duties of the Site Manager in the absence or inability of the Site Manager to serve.

The Treasurer shall receive all monies of the SFCYO; shall keep an accurate record of all receipts and expenditures; shall report the financial standing of the SFCYO monthly to the Rector, and Priest Moderator; shall disburse all monies as directed by the SFCYO Board and countersign all checks with the Rector. The Treasurer shall also inform the Board of the financial situation at its meetings.

The Board member in charge of the Concession stand will schedule parents to work the required number of hours, after consultation with the Site Manager.

The Board Member for each sport is the coordinator/overseer of all games/activities for that sport and the first point of contact for informational inquiries, concerns, etc., about the sport.

The SFCYO Board shall designate someone (usually the Site Manager or another Board Member) to be in charge of scheduling. They will schedule not only the games and practices for all teams, but will, in conjunction with the Concession Stand person, schedule parents to work their required hours at the concession stand. In addition all requests for the use of the CYO Building must go through and be approved, in advance, by the Scheduling person. This includes the use of the upper rooms by non-CYO groups such as Youth Ministry, Scouts, etc.

The Board shall designate a person to be in charge of the SFCYO web site to ensure that it is kept up to date. He/she along with designated assistants will include on the web site: the SFCYO Bylaws & Guidelines, the SFCYO Calendar, the Names of Board Members and e-mail contacts (through the web site) and the registration form prior to registration in September of each year. He/she along with designated assistants will include as the season progresses the permission form, the schedule for each team, the record of each team, the schedule for the concession stand, information about jackets and other items for purchase, links to other sites and other items as directed by the Board.

ARTICLE VII – BOARD MEETINGS

The SFCYO Board will meet **as needed during the year**. Meetings of the SFCYO Board will be held in the meeting room on the second floor of the Saint Francis CYO Building **or in the Rectory**. A quorum of at least **four (4)** members will be required to conduct a meeting. Decisions will be reached by a simple majority vote of the Board members present.

At its summer meeting, the SFCYO Board will develop a calendar for the upcoming year, including but not limited to the Opening Mass for Basketball, the End of The Year Sports Banquet, registration dates for each season, coaches meetings, etc.

Meetings may be called by the Site Manager and/or Priest Moderator (after consulting with the Site Manager) with notice having been given to Board members by telephone or E-mail.

All decisions will be made by a vote of the Board members **ONLY**.

ARTICLE VIII – COMMITTEES

Ad hoc committees shall be created by the Site Manager after consulting with the Board and Priest Moderator as may be required to promote the interests of the SFCYO and/or the needs of the programs.

One **such** Committee of the SFCYO Board **might be a** Rules Committee. They **would** monitor the effectiveness of the present guidelines, draft amendments, propose deletions and generally oversee all of the guidelines which govern both the SFCYO Board and the SFCYO in general. Suggestions for amendments to the guidelines from people other than Board members should be submitted in writing to any member of **the Board**.

ARTICLE IX - CONTROVERSIES

A parent who feels there is a controversy **should** approach **their child's coach to attempt to resolve the issue**. **If it is not (or can not) be resolved by the coach, then the parent should approach** the Board member responsible for that sport to attempt to resolve the issue. If it is not resolved then they should approach the Site Manager to attempt to resolve the issue. If the parent still feels the matter is not resolved, then the parent may request through the Site Manager **that the SFCYO Board review the situation and issue a decision, which will be** then communicated, to the parties involved.

If the decision is against the person(s) in question, they have the right to appeal the decision to the Rector, or his delegate. The decision reached after such an appeal is binding.

ARTICLE X– PROPERTY

All SFCYO properties shall be in the name of SFCYO and/or Saint Francis Cathedral Parish and under the control of the Site Manager.

Use and return of all athletic equipment and uniforms shall be the responsibility of the head coach or designated person (not a player) for accounting and inventory. Inventory figures will be supplied to the Saint Francis Cathedral for insurance purposes.

ARTICLE XI - TEAM STANDARDS

The families of all players must be registered members of St. Francis Cathedral Parish and/or the player must attend St. Francis Cathedral School and/or the player must be actively involved in the parish's Religious Education program. Participants are expected to be practicing their faith by regular church attendance. (See Article IV) Any player who is or intends to be involved in another athletic program/sport during the same season for which he/she is registering at SFCYO should provide notification of this at the time of registration on the registration form

Parents and players on each team will be required to sign a pledge of sportsmanship before beginning the season.

Fighting & Technical Fouls are simply not permitted. Everyone deserves to practice and play in a safe environment. The players receiving technical fouls may be suspended for one, two or three games (consecutively) depending on the circumstances. Any repeat offense could result in removal from the team.

Players may also be suspended from playing the next game for serious/continued misconduct at practices (e.g. fighting, continuous foul language, etc).

Prompt arrival for practice is a must! Coaches only have a limited time to practice with their teams. We ask that all players arrive on time and are picked up on time. If the player is going home with someone else, please inform the coach concerning these arrangements.

Coaches need all team members at practice to accomplish certain objectives. However, we realize that sports take up only one part of a child's life. We expect that a telephone call in advance to the coach (or one of his/her assistants) be made if your child is going to miss a game or practice. Please note, however, that at each practice coaches try to teach something new. If the player is not there to learn the new techniques, it follows that he or she will not know what to do in the game. *Poor or untimely attendance at practice, regardless of the reason, could limit a child's playing time so that children with consistent attendance at practice may play over those absent.*

All practices will be closed to parents, that is that only coaches, assistant coaches and team members may be in the gym during practices. Parents will be required to wait in the lobby.

Prompt arrival for games is of utmost importance! Coaches have a plan, which they may wish to review with players before the game. Please have your child at their game fifteen (15) minutes before the scheduled game time. Please inform coaches if you expect to be late. *Failure to give prior notice of lateness could jeopardize a child's playing time.*

ARTICLE XII - GAME TYPES (Basketball Only)

Scrimmages: Everyone plays and the score, if kept at all, is meaningless. These will “pop up” throughout the season.

League Play: There are different kinds of basketball teams – Diocesan League and “Other League” Teams. Diocesan League teams in Basketball are governed under Diocesan League regulations (Found on the Diocesan Web site www.yandyam.com), while “Other League” Teams are governed by the By-laws of that particular league. *Coaches will try to get everyone into the game, but that cannot be guaranteed.* We are very aware of how a child feels if he or she is “left out”. We really need parental support for those games in which a child does not play. Coaches emphasize that everyone contributes by their efforts in practice and their support and behavior on the bench during a game.

Tournaments: Coaches will notify players/parents in advance if the team will be playing in any tournaments. Fourth grade teams will not enter pre-season tournaments. Each team will be limited to two (2) tournaments per season, or as funds permit (See Guidelines at the end for more details)

Additional Teams: SFCYO also has teams that play in leagues separate from the diocese in a more competitive environment. Selections for these additional teams will be made by the coach’s invitation after seeing all prospective members play and in consultation with and approved by the Site Manager. Tryouts may be held at the discretion of the coach. Even when held, tryouts are not necessarily definitive, as there may be situations where a gifted athlete nevertheless possesses an attitude that should not be rewarded with additional team play. Members of an additional team must still realize their primary responsibility to their original team.

ARTICLE XIII – CHEERLEADING

Cheerleaders may sign up from grades 3 through 8 and must fulfill the requirements as stated in Article IV.

The number of teams and a child’s placement on a team will be determined *not just by ability* but also the number of children cheering and the number of coaches available.

The purpose of cheerleading is to create a spirit of enthusiasm amongst the fans (spectators) at basketball games. The games at which the cheerleaders participate is assigned by the site-manager and *may be away games*. The number will also be influenced by any requirements for tournament participation rules.

In addition to creating enthusiasm for the teams by cheering at games, the cheering squads will also participate in a number of tournaments each season.

SFCYO Cheerleaders will host a tournament annually at St. Francis.

Additional cost may arise from participation in cheerleading – not covered by the registration fee and work bond – these costs must be paid by the cheerleader’s family. If there is genuine hardship – special consideration will be given on a case by case basis.

Cheerleaders may also register to play CYO Basketball – but this is **discouraged** in so far as it can create scheduling conflicts and may leave one team or the other short participants.

ARTICLE XIV - PARENTAL RESPONSIBILITIES

Parents will be responsible for registering their children on the date and in the place announced, signing the proper registration form and paying the registration fee (established by the SFCYO Board) and related work bond. Parents will also be required to sign a permission form and sportsmanship pledge, along with the player through the coach. The SFCYO has the right and obligation to check on the family's registration in the parish and the child's attendance at St. Francis Cathedral School or Religious Education program. The parents will also be required (on the permission form) to inform the SFCYO of any health issues, medical restrictions or medications related to their child's ability to play competitive team sports. The SFCYO should also be advised if the player is participating in other athletic programs or organized sports during the same season on the registration form (See Article XI).

Late registrations are usually not accepted. They can be accepted only on a case-by-case basis – if there is a need to fill an opening on a specific age group team, i.e. there are an insufficient number of players to field a team without the late registrant.

Getting your child to games and practices on time.

Encourage your child to speak to his or her coach if there is something happening that he or she does not understand.

Be positive, at all times, about your child's performance in a game.

By being positive role models, exhibiting sportsmanlike behavior at games, practices and home, while also giving positive reinforcement to your child and support to his or her coaches.

At least one parent must attend a pre-season meeting at the CYO and the team meeting with the coach [See Article XV] (time & dates ~ see calendar).

Working the concession stand is mandatory for each parent. The number of mandatory hours will be determined based upon the number of families involved.

If a parent does not work the number of hours required, they will forfeit the return of their work bond at the end of the year. In addition, an increased work bond will be required of that family, prior to the registration of their children for the next year. In that next year, if the parents work the required number of hours, only the scheduled work bond will be returned, not the additional amount.

Parents of team members are asked to help with the clean up of the facilities after games, practices, etc.

Parents of players who missed a game (and have not notified the coach before the game) and cause a forfeit will be responsible for reimbursing SFCYO any expenses it incurs due to the forfeit. Failure to pay this expense will result in the player's family forfeiting the return of their work bond at the end of the season.

ARTICLE XV - COACHING RESPONSIBILITIES

Recognizing the influence that a coach has on each and every child with whom he/she comes into contact, as well as the importance of the relationship that is established with other adults through the program, and the combined effect of all this upon the coach as an individual, the SFCYO Board has put forth the following Guidelines.

- All prospective coaches sign up in writing on a list at the time of player registration. The [Site Manager](#) will review [these names](#) and shall choose coaches [after consultation with members of the Board and/or Priest Moderator](#). A personal interview with a prospective coach before reaching a final decision [may be](#) part of the review process. The roster of coaches will be reviewed annually.
- All coaches, assistant coaches and others working with any and all teams **MUST** be in compliance with all Diocesan regulations regarding the *Protecting God's Children Program*.
- Remember that Jesus Christ is the reason that this organization exists and this organization is a part of the overall mission of our parish family to spread the Gospel.
- Remember they are coaching children, and that the game is for children and not adults.
- Handle themselves in a professional and Christian manner at all times.
- Place the emotional and physical well being of my players ahead of any personal desire to win.
- Maintain a genuine interest in children and in the game and foster and instill a sense of fair play in each player.
- Learn and understand the “rules of the game” and always see that the team plays by these rules.
- Teach all members of the team to play a high standard of the game, without preferential treatment of any player, particularly his/her own child (ren).
- Set an example in conduct towards and relationship to players, coaches, referees and parents.
- Support and encourage a drug, tobacco and alcohol-free environment for the players.
- Attend, if possible, all games and practices involving my team.
- Not argue with and/or berate the referees, umpires and judges, or players and parents.
- Refrain from using foul or offensive language in the presence of all players.
- Coaches receiving technical fouls may be suspended for one, two or three games (consecutively) depending on the circumstances. Any repeat offense could result in removal the coach from the team.
- Begin each game and practice with a prayer for safety and good sportsmanship.
- Promptly advise the CYO Site Manager of all major problems (i.e.: injuries, parent complaints, etc.).
- File a **written accident report** on any injury (regardless of how slight) [within 24 hours of the injury](#) with the Site Manager, even if the injury takes place at practice or another site.
- Take responsibility for all equipment assigned to my team.

- Submit a complete team roster to the Site Manager **for his and the Priest Moderator's signatures.**
- **Coaches may not play a player in any game that is not officially listed on the roster submitted at the beginning of the season. The game in which the illegal player was entered may result in a forfeit on the part of the SFCYO team.**
- Encourage all players' parents to fulfill their concession stand obligation.
- All practices must be held in the St. Francis CYO Building and nowhere else.
- **All practices will be closed to parents, that is that only coaches, assistant coaches and team members may be in the gym during practices. Parents will be required to wait in the lobby.**
- Coaches may not approach unilaterally a child (or his/her parents) on another coach's team to play on an Additional Team or in a tournament. Discussions will first be between the coaches and approved by Site Manager before a player is approached.
- Coaches are responsible for the security of their assigned key card, and of the facility. Therefore they may not loan their key card to anyone, including another coach.
- Coaches (or their designee) are responsible for getting to the web site manager, as soon as possible the scores of games, win/loss record, changes in schedules, league standing, etc.
- Coaches will schedule and conduct a meeting with the parents of their team members before the start of the season to review their expectations, league rules, attendance, philosophy of substituting, schedules, etc. And to answer any parent questions.
- Coaches (and parents of team members) are asked to help to clean up the facility after games, practices, etc.

Any breach of the above Standards of Conduct will be subject to review by the SFCYO Board. **Coaches who fail to abide by these Guidelines may loose their coaching position for the following year.**

SFCYO GUIDELINES

There will be **NO CUTS** on St. Francis CYO teams. This is an internal policy. Every eligible player who registers for a SFCYO sport will be placed on at least one CYO team.

The number of players on a team will be dependent on the total number of players coming out for each level.

Team selections at the different grade levels (Grade 4; Grade 5-6; Grade 7-8) should be made by agreement of the coaches who will be coaching at that level. Coaches could, if they wanted to, have tryouts before they agree on their selections or they can agree on some other form of player selection. If the coaches cannot agree, then the round robin "draft" must be used.

The coaches on each level will put teams together following the above guideline. Rosters are considered final upon the selection of the team unless changed as a result

of a decision [resulting from a controversy \(See Article IX\)](#). Rosters cannot be changed once the season has begun.

Once a player is assigned to a team, he or she will not be allowed to switch to another team unless it is the decision of the Controversy Committee.

Parents will be asked at registration about siblings being on the same team, although there is no guarantee that the parental wishes can be implemented.

If a parent wishes to challenge the team placement for their child they may do so [before practices begin](#) using the process outlined in Article IX.

The [Site Manager](#) will select the head coaches from a list of volunteers [after consultation with members of the Board](#).

Each head coach may pick a maximum of two (2) assistant coaches. But all assistant coaches and other helpers must have gone through the Diocesan *Protecting God's Children Program*.

If there are two assistant coaches, one of them must keep the team books at games. Only one coach and one assistant will be allowed on the bench during a game.

All coaches and assistants must have up to date certification from a recognized athletic organization or association (e.g.: the National Youth Sports Coaches Association) and have fulfilled all Diocesan regulations regarding the *Protecting God's Children Program*.

All coaches will follow the rules and guidelines of the SFCYO Board and will act in a professional and Christian manner.

All parents are expected to conduct themselves at games in a sportsman like manner. A technical foul on a parent in the stands or the removal of a parent from the premises is the prerogative of the referee or umpire and will be reported to the Site Manager and Priest Moderator for appropriate follow-up action.

In order to allow teams to practice more than once a week, two teams may share the gym during a given time slot.

Each team will be funded for two (2) tournaments per season or as funds permit. Tournament applications must have the prior approval of the Site Manager before their submission. Fourth grade teams will not participate in pre-season tournaments. Extra funding from parents will not be allowed.