

DIOCESE OF SANTA ROSA

CATHOLIC YOUTH ORGANIZATION

RULEBOOK

2019-2020

DIOCESE OF SANTA ROSA
CATHOLIC YOUTH ORGANIZATION
C.Y.O.

THE C.Y.O. PHILOSOPHY

The Catholic Diocese of Santa Rosa sponsors sports activities as one dimension of its ministry to youth. The teamwork, support, and discipline demanded by a sport are reflective of the characteristics of a true Christian Community. Sports offers the opportunity to experience a community that supports and respects its members.

The C.Y.O. programs seek to provide activities for all youth. All players are encouraged to participate to the best of their ability, to improve their skills, and to excel in their talents. The team aspect of sports is emphasized rather than the “star” athletes and teams.

In developing a supportive team, participants are taught to respect and affirm their teammates. An atmosphere of sportsmanship, helpfulness, and patience is encouraged. Cheating, ridicule, and unsportsmanlike conduct are not tolerated.

Failure in a game or in conduct are seen as learning opportunities. Youth are challenged to do their best and to accept critique when appropriate. Youth, parents, and even coaches who are not “coachable” in their skills or attitude may be asked not to participate.

Teams are encouraged to try to “win” the game, but not at all costs. Sportsmanship, equal participation of all players and fair play are the first priority of every practice and game. Teams who strive to make each player look good, who develop strong team support and who practice the fundamentals of the sport will find they are winners of both the game and of Christian Characters.

Adult volunteers are the key to success of the C.Y.O. programs. They are the models for the youth. They must consciously attempt to be Christian witnesses, to teach the fundamentals of a sport responsibly, to treat each student fairly, and to uphold the goals of the C.Y.O. program.

**DIOCESE OF SANTA ROSA
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-GENERAL-

ARTICLE 1 - NAME

The name of this organization shall be the Santa Rosa Diocese Catholic Youth Organization Board of Athletic Consultors, herein after referred to as "The Board."

ARTICLE II - PURPOSE AND INTENT

The purpose and intent of this organization shall be to develop Christian character in the youth of the Diocese of Santa Rosa through a competitive program sponsored by the parishes of the diocese in accordance with the rules and regulations governing each sport.

ARTICLE III - BOARD OF ATHLETIC CONSULTORS

Shall be a non-profit organization. All funds and monies shall be used solely for the operational expenses of the Organization.

**ARTICLE IV - PURPOSE OF THE ATHLETIC BOARD SHALL BE
AS FOLLOWS:**

1. To promote the principles of the C.Y.O. philosophy.
2. To serve as an advisory board to the Diocesan C.Y.O. office.
3. To serve as a link between the Diocesan C.Y.O. office and the leagues to provide a forum for cooperation, sharing experiences, and solving problems among the league.
4. To advise regarding minimum standards of organization, eligibility, and conduct at the Diocesan level, while representing the integrity of the Divisions and the directives set forth in the by-laws.
5. To review by-laws, rules, and procedures for Diocesan play and propose amendments when necessary.
6. To advise regarding the yearly calendar.
7. To advise regarding the budget for Diocesan tournaments and other activities.
8. To determine league entry fees, Diocesan tournaments, and other fees.

ARTICLE V - MEMBERSHIP

SECTION I. MEMBERSHIP

Shall be open to all parishes of the Diocese of Santa Rosa and by approval of the Board and neighboring parish.

SECTION II. REQUIREMENTS FOR ADMISSION TO MEMBERSHIP SHALL BE:

1. Written application to the President from the pastor or his delegate.
2. Financial ability to pay athletic program expenses and fees.
3. Ability to provide competent supervision.
4. Applicant must agree to comply with all the rules and guidelines of this Program.
5. Participation in the required insurance program as proposed by the Board or an acceptable alternative to be approved by the Board.
6. Attendance of an authorized representative of the applicant parish at the general and special meetings.
7. A two-thirds (2/3) favorable vote of approval by the official membership.

SECTION III. WITHDRAWAL OF MEMBERSHIP

Any member parish wishing to withdraw from the organization shall give written notice over the signature of the parish authority, and no withdraw can be approved unless all financial obligations have been satisfied.

SECTION IV. MEMBER PROBATION

The Board by two-thirds (2/3) vote, shall have the power to place on probation a member parish for a period to be determined by the Board at a general or special meeting, after a fair hearing of cause.

SECTION V. MEMBER SUSPENSION AND FINES

1. The Board of Consultors shall have the ability and right to impose probationary status or impose fines if appropriate. (i.e., if a member Parish violates the Rules or Guidelines set forth in the book.)
2. If a member parish is in violation of probation, an automatic suspension will occur. All financial obligations must be satisfied before reinstatement.

3. Appropriate fines may also be levied with the offending parish suspended until it regains financial good standing.
4. A parish shall be suspended from the organization if they miss two general meetings in a calendar year, after a fair hearing, for a period to be voted on by the membership.
5. A member parish shall be suspended from the organization if any fine levied during the previous season is not paid.
6. Said fine must be paid in full prior to participation in the next season.

ARTICLE VI - BENEFITS OF C.Y.O MEMBERSHIP

Members in good standing of the Catholic Youth Organization of the Diocese of Santa Rosa enjoy the following benefits:

1. Representation on the Diocesan Athletic Board.
2. Game officials provided by an Officials Association.
3. Official Diocesan and parish recognition.
4. Collaboration and support of Diocesan C.Y.O. community.
5. Official recognition as a non-profit organization.
6. Orderly established rules and procedures outlined in the by-laws.
7. Participation in Diocesan play-offs.
8. Information, consultation, and record keeping of the C.Y.O. Diocesan Office.

**DIOCESE OF SANTA ROSA
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- BY-LAWS AND RULES -

ARTICLE I - PARISH REQUIREMENTS

For membership in good standing in the Santa Rosa Diocesan C.Y.O. program, a C.Y.O. Parish must fulfill the following requirements:

1. Each C.Y.O. Parish recognizes that the final authority in any matter regarding C.Y.O. rests with the Bishop of Santa Rosa Diocese or his duly appointed representatives.
2. Each C.Y.O. Parish recognizes the authority of the pastor of the individual parish in matters pertaining to that parish, and the C.Y.O. Basketball Program.
3. Each C.Y.O. Parish agrees to abide by the by-laws of the Santa Rosa Diocesan C.Y.O. Athletics Consultants.
4. Each C.Y.O. Parish agrees to promote Christian ideals and practice in C.Y.O. programs. Religious duties of the children take precedence over athletic events.
5. Each C.Y.O. Parish shall adhere to the Diocesan standards of eligibility.
6. Each C.Y.O. Parish agrees to hand in to the Commissioner copies of the team rosters according to league requirements.
7. Each C.Y.O. Parish agrees to observe the Diocesan basketball all-play participation rule.
8. Each C.Y.O. parish agrees to abide by the Diocesan calendar with regard to seasons, schedules, and tournaments.
9. Each C.Y.O. Parish agrees to cooperate with the league by providing at least one voting representative to the league meetings, by paying assessments, and by adhering to league rules and the provisions of the by-laws.
10. Each C.Y.O. Parish will certify each coach as being aware and understanding the basic philosophies and rules of the C.Y.O. program. Each coach and assistant coaches must review and certify that each has a clear understanding of the contents of the coaches' handbook, as certified by the coach's and assistant coach(s)'s signatures on the last page of the Coach's Handbook, which must be held by said Parish's A.D..

This can be done at parish meetings or Diocesan coaches' clinic.

11. Each C.Y.O. Parish shall provide gyms for the league games and provide the commissioner with a time schedule of availability for game scheduling purposes.
12. Each C.Y.O. Parish agrees to abide by the date deadlines established for providing the commissioner with:
 - A. Parish Entry Forms
 - B. Player Waivers
 - C. Team Entry Forms and Fees
 - D. Team Rosters
 - E. Insurance Requirements
 - F. Gym Availability Forms
 - G. Coach's Handbook Form
13. Each C.Y.O. Parish shall have any and all uniform changes (i.e. color, type, etc.) approved by the Board of Athletic Directors.
14. Teams, coaches, or parents are not authorized to wear or purchase team "warm-ups" at any level other than the sweatshirt or tee shirt offered by the program.

ARTICLE II - REPRESENTATION AND VOTING

SECTION I. Each member parish shall be entitled to two or more representatives to be selected by the authority of the respective parish. The representatives, called Athletic Director (A.D.) and Assistant Athletic Director(s) (Asst. A.D.(s)) shall have jurisdiction in all matters involving the welfare of the league.

SECTION II. Each member parish shall be entitled to one (1) vote by one of its representatives. If the board president is also the voting representative of the parish, that person will have to vote as such. The president will not have the power to break ties in this instance. (In this instance, the C.Y.O. Commissioner shall cast the tie vote.)

SECTION III. Two-thirds (2/3) representation of member parishes shall constitute a quorum.

SECTION IV. There shall be no proxy voting.

ARTICLE III - GENERAL SCHEDULE

SECTION I. General meetings shall be held approximately four times per calendar year.

1. Pre-season mailing - Mail out Parish Entry Form and Coverage Disclosure & Subscription Form.
2. 1st Meeting - Hold elections of officers, return Parish Entry Form. Hand out Player Waiver Form, Number of Teams Form, Team Entry Form, Team Roster Form, Player Insurance Form, and Gym Availability Form. Distribute potential league format, budget, calendar, hear committee reports, vote on Rulebook and Coach's Handbook revisions.
3. 2nd Meeting - Return Team Entry Form, Team Rosters, Player Insurance Form, and Gym Availability Form. Turn in new players birth certificates, team fees, and player insurance fees, if applicable. Finalize league format.
4. 3rd Meeting - Playoff meeting, schedule and site selections.
5. 4th Meeting - Review winter program, discuss revisions of by-laws as needed, select Rules Committee, nominate new officers and review budget.

SECTION II. Executive council meetings shall be held as necessary.

SECTION III. Officer nomination meeting shall be held at least one month prior to the election of new officers.

SECTION IV. Committee meetings shall be called by the president or committee chairman as necessary.

SECTION V. Member parishes shall be notified ten (10) days prior to any general or special meetings in advance of the meeting date by the secretary.

ARTICLE IV - OFFICERS

SECTION I. The officers of this organization shall be: President, Commissioner, Vice President, Secretary/Treasurer, three members-at-large, and a moderator selected by the Diocese to serve at their discretion.

SECTION II. The executive council is made up of the President, Vice President, Commissioner, Secretary/Treasurer and three members-at-large.

SECTION III. The protest and hardship committee is made up of the President, Vice President, and Commissioner, with the Secretary/Treasurer serving as first alternate, followed by members-at-large.

SECTION IV. The officers shall be elected by the general membership at the August meeting, with the elected officers taking office at that point during the August meeting. The office shall be held for a period of one (1) year. If the current office positions cannot be filled, the current officers can continue serving until the positions are filled.

ARTICLE V - OFFICER DUTIES

PRESIDENT:

1. Call and preside over regular, special, and election meetings.
2. Notify by mail all member parishes and officers, when possible, at least two (2) weeks earlier of the day of change of all changes in laws, rules and regulations.
3. Present awards and certification of championship team and players.
4. Review and certify with the commissioner all athletes in accordance with the rules and regulations adopted by the board.
5. Appoint committee chairpersons, with approval of the Executive Officers.
6. Chair the protest and hardship committee.
7. Attend meetings pertaining to Diocese of Santa Rosa C.Y.O.
8. The President shall be compensated by an amount set by majority of the board.

COMMISSIONER:

1. Review and certify with president all athletes in accordance with the rules and regulations adopted by the board.
2. Apply rules of eligibility.
3. Serve as a member of the protest and hardship committee.
4. Arrange for all publicity.
5. Make a report of athletic activities at each meeting.
6. Judge on sport rules.

7. Receive all protest requests.
8. Arrange for officials to referee games and inform treasurer of official's fees for payment of their services.
9. The commissioner will be compensated by an amount set by majority vote of the board.

VICE PRESIDENT:

1. Assume all duties of president in his absence.
2. Serve as a member of the protest and hardship committee.
3. Assist president and commissioner in presenting awards at championship games.
4. Chair special committees as requested by president.
5. Assist commissioner in any of his duties as requested.
6. Attend meetings as requested by president.

SECRETARY/TREASURER:

1. Keep the minutes of regular, special and executive meetings. Provide the president with a copy of said minutes to distribute to the membership prior to the next meeting.
2. Handle any correspondence to Diocesan C.Y.O. activities.
3. Keep current and accurate account of all financial accounts of C.Y.O. funds.
4. Maintain necessary records and document all transactions.
5. Receive, deposit and disburse funds in accordance with procedures as directed by the board.
6. Prepare and provide a financial report to the president to be distributed to the general membership at meetings.
7. Make available all records upon request to any member.
8. Pay ongoing expenses as approved by the membership.
9. Prepare annual budget.

10. Serve as a member of the protest and hardship committee as the first alternate.
11. The Secretary-Treasurer will be compensated by an amount set by majority vote of the board.

MEMBER-AT-LARGE: (Three Members)

1. Votes on executive council matters, and may be asked to be a voting member of the protest and hardship committee.

ATHLETIC DIRECTOR:

1. Assure integrity of the program. The AD, after the Pastor of the Parish, must have final say in the way the program is run.
2. Must know the rules and be responsible for all participants following the letter as well as the spirit of our rules.
3. Insure that every child who enrolls has a fair chance to participate, according to our bylaws.
4. Choose and monitor all coaches and assistant coaches.
5. Supervise team selection.
6. Place teams in appropriate divisions.
7. Buy and equitably issue all uniforms.
8. Assure an equitable distribution of time and location of practices.
9. Monitor all games.
10. Monitor all complaints.
11. Communicate with other Athletic Directors regarding any problems that occur involving the respective parishes.
12. Meet at any time at the President's request.
13. Follow through with all requests of their Pastor, our Commissioner, President, or Executive Board.
14. Reach out and show Christian Ideals to any unhappy participant, be they player, parent, fan, or coach.
15. Insure a fair selection of Board Members, within a Parish Program, when there is a Parish Board.

16. Conduct open meetings, when necessary, with adequate notice, and allow input from appropriate persons.
17. Must be willing to let people question their decisions.
18. Must see that the CYO Program follows reasonable accounting procedures.
19. Must insure that the Pastor receives accounting statements and copies of the check register from the Program's bank.
20. Must meet with the Pastor at least once a year.
21. The AD is ultimately responsible for all these points, and responsible for the conduct of any person he/she has designated as their representative.
22. Act as the CYO Site Administrator for Diocesan Safe Environment Program.

SCHEDULER: (Non-Voting Position)

1. Prepare league game schedules and arrange dates for play-offs. Furnish member parishes with schedules and directions ten (10) days prior to first game.
2. Keep up to date record of league activities, standings, etc.
3. The scheduler shall be compensated by an amount set by majority vote of the Board.

ARTICLE VI - FINANCES

The Diocesan C.Y.O. office shall pay for such expenses as they deem necessary. This may include coaches' training, trophies, stationary, stamps, telephone expenses, Board compensation, and other miscellaneous expenses for the operation of the C.Y.O. league.

ARTICLE VII - REFEREES

Game officials shall be paid for through team fees from member parishes.

ARTICLE VIII - INSURANCE

Payment of insurance fees shall be paid for by each individual parish. The insurance carrier will be selected by the Board. Public liability insurance is provided by the Diocese.

ARTICLE IX - COMMITTEES

The president shall appoint a chairperson for special committees. The chairperson shall select its members and keep the vice president informed of progress and report to membership.

ARTICLE X - FUNDRAISING

The fundraising events under the supervision of the vice president shall be initiated and planned by the Board. Chairpersons shall be selected from the membership.

ARTICLE XI - EXPENDITURES

The Board shall hold judicial power in determining qualifications for an expenditure of funds to be used for the C.Y.O.

ARTICLE XII – SCHEDULING OF GAMES

In the event of an “act of God” or emergency situation whereby the playing of games is in jeopardy or in doubt, the Athletic Directors will contact the officers (President, Vice-President, Secretary-Treasurer) in writing or by phone as soon as possible. The officers will confer and make a decision and communicate it to all the ADs.

If possible, cancelled games will be rescheduled and such games will be regarded as a regular game on the schedule, i.e., if a team elects not to participate, it will forfeit the game.

Once the final schedule of games has been distributed, games may be rescheduled only due to the following reasons:

- A. An “act of God” or emergency situation (such as a power failure, leaking roof, etc.)
- B. An error in the schedule
- C. A Diocese or parish activity that affects the majority of players’ ability to play a game and if a request to reschedule the game is made by the parish priest.

Athletic Directors may request a waiver to the officers of the Board if a request to reschedule a game does not fall within the above reasons.

ARTICLE XIII - AMENDMENTS TO BY-LAWS

1. The by-laws or any section thereof may be amended or replaced by a simple majority vote of the membership present at the general meeting.

2. These by-laws shall be considered revised and adopted only after approval by a simple majority vote of the membership present. The changes became effective upon adoption, and all expenditures of general funds, elections, or other activities shall be in accordance with these by-laws after passage.

ARTICLE XIV - GENERAL RULES FOR ALL C.Y.O. SPORTS

SECTION I. PARISH REGISTRATION

The entry fee and team entry fee must be submitted to the commissioner on or before the date established by the Board. Only parishes who completed rosters and paid team fees will be accepted to participate in C.Y.O. league play.

SECTION II. RESIDENCE

C.Y.O. Program may be open to:

1. Any child (Catholic or non-Catholic) resident within that parish's boundaries as established by the Santa Rosa Diocese.
2. All children (Catholic or non-Catholic) who attend the parochial school.
3. Any child who is a legal resident of an adjoining parish and which has no C.Y.O. Athletic Program.
4. A child shall be placed in a parish based on geographical location of home address. Any exception must be waived on an individual basis due to "hardship." Reason for hardship may be:
 - a. Parish school affiliation, or
 - b. Parish affiliation

This petition must be submitted in writing to the Board and is subject to approval of the protest and hardship committee.

5. A player or participant moving from one parish to another during the season will remain on the team on which roster his name originally appeared. In case of hardship, petition the Board or Athletic Directors.
6. Once a player has participated for a parish he/she will not be permitted to play for another parish, unless a residence change to within a new parish boundary has occurred in which the player wants to participate. However, the player has the option to continue playing for his/her original parish until eligibility is complete. In case of hardship, petition the protest and hardship committee.

7. It is the parish Athletic Director's (AD's) responsibility to check, approve, and certify all rosters to comply with parish boundaries and age requirements, prior to submitting to the commissioner. Hardship cases shall be filed with the commissioner along with the team roster.
8. The Executive Board must review all instances before a child, coach or parent can be removed from the program.

SECTION III. GRADE

1. A child may participate in a grade higher than the actual grade in which he/she is enrolled.
2. A child may not participate in a grade lower than the grade in which he/she is enrolled.

EXCEPTION: By commissioner approval the two (2) lowest Divisions of any given grade in any league may combine children from the grade above to make a team. In case of hardship, petition the Board and/or athletic directors, via the Protest and Hardship Committee.

SECTION IV. AGE AND REQUIREMENTS

1. Third grade: any child who is 10 years old prior to August 1 is not eligible to compete on a third grade team.
2. Fourth grade: any child who is 11 years old prior to August 1 is not eligible to compete on a fourth grade team.
3. Fifth grade: any child who is 12 years old prior to August 1 is not eligible to compete on a fifth grade team.
4. Sixth grade: any child who is 13 years old prior to August 1 is not eligible to compete on a sixth grade team.
5. Seventh grade: any child who is 14 years old prior to August 1 is not eligible to compete on a seventh grade team.
6. Eighth grade: any child who is 15 years old prior to August 1 is not eligible to compete on an eighth grade team.

The grade of a participant registered in a split year is determined by whatever grade he/she is in during the fall semester.

SECTION V. PROOF OF AGE

1. Parishes shall turn in to the league proof of age along with the team rosters before the first game of that team.

2. Proof of date of birth must be submitted for every new player each year. The president and commissioner shall be responsible for verifying and certifying the rosters. The rosters will remain in the Board's possession.
3. The following are valid as proof of age:
 - A. Birth certificate or photocopy thereof.
 - B. Baptismal certificate or photocopy thereof.
 - C. Legal proof of date of birth or photocopy thereof.
 - D. In exceptional cases a signed statement from the Principal or CCD coordinator attesting to date of birth.

SECTION VI. PETITIONS FOR EXCEPTION OF ELIGIBILITY

A parish who has a child who does not meet the eligibility rules as far as residence, grade, age or team roster deadline for a particular team and feels that a hardship will ensue if that child does not participate with that team, may petition the protest and hardship committee for an exception.

This must be signed by the athletic director in written form at the proper meeting citing alleged hardships and may contain corroborating statements. It would be appropriate to also have a letter from the participants parent detailing hardship reasons.

Exceptions would ordinarily only apply to the less competitive leagues. All athletic directors will be notified of any exceptions, and this written proof must be available through the league.

This procedure and process must be completed each year with a letter, although once a child is waived he/she will be considered automatically waived, unless circumstances change. The child must still be listed on the appropriate form each year.

The protest and hardship committee shall rule on the eligibility of a player on a case by case basis.

SECTION VII. PENALTIES

The use of an ineligible team player shall cause the forfeiture of a game or games in which the ineligible player participated. The coach and athletic director are responsible in insuring that the player does not continue to participate in games once he/she has been declared ineligible, to do so would be a violation of the by-laws, and subject to disciplinary action by the Board.

SECTION VIII. COMPOSITION OF TEAMS

1. Parish athletic directors shall insure that parish affiliated children and children who do not have the opportunity to participate in other programs have a fair opportunity to participate in parish C.Y.O. programs. It is the intention to allow as many children participation as facilities would allow. Once a child commits to a roster, they must remain on until the end of the season, unless otherwise provided for in the by-laws.
2. No parish shall recruit players for the mere spite of winning.
3. Each parish shall comply with the following guidelines:
 - A. Prior C.Y.O. participants, registered within the registration period, as determined by the parish, shall have priority over any new applicants.
 - B. New applicants should only be accepted after all returning participants have been accepted, as per Rule A.
 - C. All new applicants shall be held in a player pool, then as openings are available they shall be accepted, as space permits. If there is an overflow of applicants, parish members, as determined by the pastor or his representative (parish administrator, etc.), will receive priority. All other openings shall be filled by some method, other than ability, as determined by the parish. Returning players may lose their priority if they miss the parish deadline.
4. The athletic director and the team coach shall select players of the coach's choice in each grade and division classification. Player selection shall be based on the criteria designated by the parish.
5. Both boys and girls need to attend and participate in their program's skill assessment night. Teams should be based on skill assessment.
6. Order of player selections should be based on player skill level at the time of skill assessment. The player selection process shall be held under guidance and direction of the athletic director. The order of player selection shall be as follows in each grade:
 - A. Division I selects the number of players required to complete their player roster.
 - B. Division II selects the number of players required to complete their player roster.
 - C. Division III selects the number of players required to complete their player roster.

- D. Continue this process for every grade until every child who is placed on a team.

NOTE: As approved by the commissioner, parishes may combine grades 4, 5, 6, 7, and 8 to fill out rosters in the lowest 2 Divisions of any given grade as needed.

Where multiple teams are required within any division the selection process should follow this process;

It is recommended, unless parish athletic directors choose to use their own adopted process, that when two or more teams within a division are required that an alternating selection process be used in order to maintain competitiveness with all teams.

OR

It is recommended, unless parish athletic directors choose to use their own adopted process, that when two or more teams within a division are required that one coach chooses a team, and then the other team is formed, in order that the teams move up or down a division the next year.

7. Members of a team- all teams within any grade level must be within two (2) players of each other.
8. No new player or transfers may be added to a team once the rosters are turned into the league, except in case of hardship. Hardship is determined as developments to the team that affect said team's ability to play in the Division it was entered in, as determined by the protest and hardship committee.

No hardship petitions will be reviewed after the seventh week of the season.

9. No individual may apply to or be registered in two or more parishes at the same time.

SECTION IX. CLASSIFICATIONS

The classifications of participants in the league will be Division I, Division II, Division III, Division IV, etc., until every team is placed. The Divisions will be composed of 4th, 5th, 6th, 7th, and 8th grades.

SECTION X. SEEDING OF TEAMS

A.D.'s are encouraged to place teams in the appropriate Division.

In the event of an impasse, the last place team in each division will automatically go down to the next available division. Conversely, the first place team each

Division will go up to the next competitive division (seedings will be based on the year end league standings, but playoff performance may impact seeding the following season).

EXCEPTIONS:

- A. A last place team can remain in their current division, if agreeable with the first place team in the lower division and all Athletic Directors affected.
- B. A fifth place finisher can go down to a lower division only if agreed to by a team in the lower division and all the Athletic Directors affected.
- C. If applicable, each parish will only be required to place one team in each grade level in the most competitive division unless:
 - a. A parish feels they have two strong teams they can request to have two teams in a division, if agreeable with all Athletic Directors affected.
 - b. If the Division II team wins the Division two years in a row, then it must move up.

PLAYOFF FORMAT

- 1. All Divisions - Grades 4, 5, 6, 7, 8.

Top four teams advance to playoffs -- 1st plays 4th, 2nd plays 3rd, with higher seed considered "home" team, and winner advancing to championship game.

Seeding

Playoff seedings will be determined by:

- 1. Division winner
- 2. Best league records
- 3. Tie breaker criteria

Tie Breaker Criteria

- 1. Record against each other (best record advances).
- 2. Record against teams seeded above (total wins against all higher seeded teams). In the event that the total number of

wins against teams seeded above are the same, the team that beat the highest seeded team will win the tie breaker.

3. Record against teams seeded below (total wins against all lower seeded teams).
4. In the event that two or more teams have identical won-loss records, each team's total won-loss records against each other will be determined. Regardless of how many games each team has played, the winning percentage of each team against each other will determine playoff eligibility.

For example, team A has a 3-1 record (.750), team B has a 2-1 record (.667) and team C has a 2-0 record (1.000). The order of playoff eligibility will be team C, team A and team B, respectively.

5. If ties cannot be decided by criteria 1, 2 or 3, then coin toss will determine team(s) that advance to playoffs.
6. Seeding positions will be determined by a coin toss if necessary.
7. A forfeit counts as a win or a loss in the final standings.
8. All decisions at the close of the playoff seeding meeting are final.

SECTION XI. DETERMINATION OF PLAYOFF LOCATIONS

Semi-Final Games

All parishes will have the opportunity to host a set of semi-final playoff games. No parish may host more than one set of semi-final playoff games until all parishes that wish to host games have had the opportunity to do so.

Parishes may volunteer to host a specific set of semi-final playoff games. If there is more than one parish interested in doing so, the Board will determine which parish has had the longest period of not hosting that particular gender, grade and division and that parish will be awarded that set of games. The historical record will be updated yearly.

After all parishes who wish to host a set of semi-final playoff games have been selected, parishes will be given the opportunity to trade games with each other in order to host as many of their teams at their home gym as possible.

A team's seeding for the playoffs has no bearing on the location of the semi-finals and finals games.

The intent of the Board is to allow all parishes an equal opportunity to host a set of semi-final playoff games, regardless of the size of the parish and its number of teams.

Finals Games

Parishes may volunteer to host a specific set of finals playoff games. If there is more than one parish interested in doing so, the Board will determine which parish has had the longest period of not hosting that particular gender, grade and division and that parish will be awarded that set of games. The historical record will be updated yearly.

SECTION XII. POSTPONEMENTS

There will be no postponements granted.

SECTION XIII. FORFEITURES

Any team or person, depending on the activity, using an ineligible player forfeits the game or event and all previous games or events played, regardless of whether the ineligible player was participant or not.

SECTION XIV. PROTESTS

All protests must be filed in writing with the Commissioner for review by the President, Vice President and Commissioner. No protest will be accepted after three days from the date of the event (the day of the event is not included). Federal holidays will not figure in this count. Mailed or emailed protests will be governed by the postmark or email date.

Protests must concern a point of rule or the eligibility of a participant. In matter of judgment, an official's decision is final. Protests must be made to a referee or official verbally at the time of the alleged infraction or protests will not be considered, except in the case of a participant's eligibility. Protest must contain the date, place of event, names of officials and the rule and section violated must be cited.

FAILURE TO COMPLY WITH THE ABOVE WILL AUTOMATICALLY CAUSE THE PROTEST TO BE INVALID.

The President, Vice President, and Commissioner shall sit as protest committee to determine the question. Any two of the above officers will constitute a quorum for this decision.

SECTION XV. REIMBURSEMENTS

All requests for payment and reimbursement should be submitted by the Athletic Director to the C.Y.O. Board.

SECTION XVI. OPENING DATE

The Diocesan C.Y.O. basketball season shall begin on a date determined by the League, and shall play under the current basketball rules as by the National Federation of State High School Athletic Associations, unless superseded by specific rules in this book. Team practice cannot begin until the date announced by the league.

SECTION XVII. LENGTH OF GAMES

For 4th-8th grades, the game will be divided into eight, 3-1/2 minute periods, with one minute between quarters and five minutes between halves. For 3rd grades, the game will be divided into eight, 3 minute periods, with one minute between quarters and five minutes between halves.

For scheduling purposes, the 3rd grade games will be allotted one hour and 4th-8th grades will be allotted one hour and fifteen minutes.

In the event of a tie score at the end of regulation time, the following method will be used to break the tie:

- A. A two (2) minute rest period will precede the first overtime period of three (3) minutes for all grades and Divisions except 3rd grade. There shall be no overtime periods for 3rd grade; games will end in a tie.
- B. If at the end of this overtime period the score is still tied, further overtime periods of the same length will be played, until a winner is determined.
- C. Overtime periods are considered and handled as extensions of the 4th quarter.

SECTION XVIII. STARTING GAME

It is the responsibility of the home gym supervisor to:

1. Check the photo IDs of all coaches and cross reference them against the list of certified coaches.
2. Have all coaches sign in.
3. Record all unsportsmanlike conduct technical fouls on the score sheet.

All parishes will utilize a standardized league score sheet that includes the games played, scores, names and signatures of coaches and unsportsmanlike conduct technical fouls.

There will be a list of certified coaches at the scorer's table. IF THERE IS NO CERTIFIED COACH, THERE CAN BE NO GAME.

Prior to the start of each game, players and coaches will convene at the center circle and the following prayer will be read by a representative of the home team (player, coach, gym supervisor):

God,
We pray for our athletes ...
To play with character and integrity.
We pray for our coaches...
To teach sportsmanship and fair play above winning.
We pray for our parents...
To model and encourage positivity.
We pray for our officials...
To lead and safeguard our games.
We ask this through Christ our Lord.
Amen

A copy of the prayer shall be available at the scorer's table.

If five (5) or more players from each team are on the gym floor at game time, the officials will start the game. Coaches are cautioned that gym time is limited, and officials will not delay starting the game when five players from each team are present on the gym floor.

If a legal number of participants (5) are not present by scheduled game time, an additional five (5) minutes will be allowed. If a team does not have five players present after the additional five minutes, that team will forfeit the game. If neither has five players, both teams will forfeit.

SECTION XIX. GENERAL RULES

1. Home team must be prepared to furnish a Timer, a Scorer, a table with room for the Timer and two Scorers, and quality regulation basketballs. The Timer and Scorer must be attending ninth grade or older.

The sizes of the basketballs are as follows:

3rd Grade: 27.5
4th-8th Grade Girls: 28.5
4th-5th Grade Boys: 28.5
6th-8th Grade Boys: 29.5/Official

The visiting team must be prepared to furnish a scorekeeper and, at their discretion, a timer. A single timer and scorekeeper will be designated as official scorer and timer by the referee. The home team will not necessarily be designated official. The Referee will select who he feels is the most competent.

NOTE: Neither team may challenge the Official Book if their scorer is not seated at the Scorer's table or in close proximity from the beginning of the game to that point.

2. Each team must maintain its own scorebook, listing the names and numbers of all players participating in the game. The official CERTIFIED roster is to be maintained with the scorebook at all times, and it is encouraged that opposing Athletic Directors and coaches review the roster. The scorebook is subject to examination by the referee(s) and may be called in for informational purposes by the C.Y.O. office at any time.
3. If the certified roster and the medical release form are not available at the time of the game, the game is subject to be played under protest.
4. Each team should appoint a captain who may address an official on matters of interpretation or for information. Any player may address an official to request a time out or permission to leave the court.
5. Each team shall appear in uppers and lowers of the same uniform color, and each upper shall be numbered front and back. Under garments should match color of uniform outer garments, if possible. Non-complying members will not play, at the referee's discretion.

Home team is to change color if it is the same as visitors.

6. For the 2018-2019 season, all 3rd-5th grade teams, boys and girls, are not allowed to play a zone defense. The first infraction of this rule will result in a "No Zone Defense" warning. Subsequent infractions will result in a technical foul on the head coach followed by two free throws and possession of the ball by the non-offending team. The technical fouls are considered "Administrative Technical Fouls" and will not be reported on the score sheets nor to the Northern Coast Officials Association.
7. 3rd Grade - NO PRESSING and NO TRAPPING beyond the 3 point line. Man to man is allowed after half court, but no double teaming.

4th and 5th grades, All Divisions - No full court press is allowed at any time, except for the last minute of the game and the last minute of any overtime period.

6th, 7th and 8th grade boys, Divisions III, IV and V: No full court press is allowed at any time, except for the last two (2) minutes of the game and the last two (2) minutes of any overtime period.

6th, 7th and 8th grade girls, Divisions II and III: No full court press is allowed at any time, except for the last two (2) minutes of the game and the last two (2) minutes of any overtime period.

IN 6TH, 7TH AND 8TH GRADES, ALL DIVISIONS, NO FULL COURT PRESS IF A TEAM IS LEADING BY 16 POINTS OR MORE.

A “press” is defined as when a team secures possession of the ball in its backcourt, the team on defense must retreat behind the midcourt line without pressuring the team on offense or attempting to gain possession of the ball. The first violation of the rule will result in a “no press” warning followed by an administrative technical foul for each subsequent violation.

8. In 3rd grade, and 4th grade, Boys and Girls League, all Divisions, a player is allowed to go over the free throw line if, after shooting, momentum carries him/her over.
9. In the 3rd grade, the free throw line will be the first hash mark extended closest to the free throw line.
10. 3 point rule is in effect for all 6th, 7th, and 8th grade games when gym is MARKED.
11. The clock will be stopped according to rules as stated by the National Federation.
12. OFFICIAL UNIFORM NUMBERS ARE REQUIRED.
13. All teams must meet C.Y.O. scheduling before accepting any other games in tournaments. NO exceptions. Violations of this rule will result in a team's game forfeiture.
14. All C.Y.O. rules apply to any tournament sponsored by any member parish of Santa Rosa Diocese C.Y.O.. This includes pre- and post- season tournaments.
15. Each host parish of any post season play will furnish an official scorekeeper and timer regardless of whether or not they have a team participating. Timer and scorekeeper must be a qualified person, preferably an adult.
16. Any misbehavior by participant, parent or fan before, during or after any practice or game on any part of the gym or school site may result in the suspension or expulsion of said person from the program by the parish Athletic Director. Coaches, players and fans are to leave quietly and promptly after each game. If they remain for the next game, they must continue to display sportsmanlike behavior. C.Y.O. SHALL HAVE A ZERO TOLERANCE FOR ANY UNSPORTSMANLIKE CONDUCT, OR ANY INAPPROPRIATE BEHAVIOR AS SET FORTH BY THE BOARD OF ATHLETIC DIRECTORS, FROM ANY PERSON.
17. If a coach, parent, or spectator physically abuses (strikes, shoves, grabs, etc.) any person, including their own children, during a C.Y.O. function, such person shall not be allowed back to any further C.Y.O. function for the rest of the season. Re-entry to C.Y.O. shall be determined by petition to the Board. Let it be known that such person may face legal action.

18. If a player physically abuses (strikes, shoves, grabs, etc.) another player or participant of C.Y.O., he/she shall be placed on immediate suspension from the next week's practices and the next scheduled game. Note: If infraction occurs during a game, that person must be removed from the game immediately, before the game can be restarted. For players on the floor, this must be determined by the referee, while the AD or his representative is responsible for all other areas. The final decision rests with the protest and hardship committee.

If a player is ejected from a game due to unsportsmanlike behavior, his/her ejection is equivalent to two technical fouls.

If a player receives two unsportsmanlike technical fouls in a season, he/she will be suspended from participating in the following week's practices and the following game. If he/she receives three unsportsmanlike technical fouls in a season, he/she will be removed from the team.

19. All contact between Parishes must be AD to AD, or Asst. AD involved if necessary. If an AD or coach is contacted by another coach, parent, etc. from another parish regarding a changing of a scheduled game or a complaint or request of any type, such parish shall be placed in jeopardy of losing their right to participate in that season's play-off games or championship games, as determined by the Board. No parish shall be excluded from post season play without first having such issue voted upon by the Board. It is recommended that the person who is being contacted, without further discussion, advise such person to contact their AD and restore AD to AD communications.
20. The 10-second backcourt count and the 5-second closely guarded count in the front court shall be applied to both boys' and girls' games.
21. Game rules are played by the current National High School Federation (CIF) unless specifically addressed in this book.

SECTION XX. ALL PARTICIPATION RULE

OBJECTIVE - A definitive move by the Diocese of Santa Rosa C.Y.O. Basketball League and the Board of Athletic Directors to insure that ALL members be given the opportunity to participate more fully in practice and games.

BASIC RULE – Each quarter will be divided into playing periods of equal length. The expiration of the playing period midway through the quarter should be administered as an Officials' Time Out - players may not leave the court but should remain on the court and be ready to continue as soon as substituting has been completed. The coach of 5th-8th grade teams may not come onto the court during the Officials' Time Out. The team in control at the conclusion of the midway period shall retain possession at the point of possession. If there is no team control, possession will be given to the team entitled to the alternating possession arrow at the midcourt line with the exception of the following

instance: if a shot is taken just before the buzzer sounds and is successful during and/or after the buzzer, the non-shooting team will obtain possession of the ball at the beginning of the midway period at the midcourt line.

Length- approximately 10 seconds (Coaches should have their substitutes at the scores table, checked in, and ready to go before the buzzer sounds to signal the halt of play).

For 4th-8th grade teams, if all players have played the requisite period of time by the beginning of the 4th period, the clock will be set for 7 minutes for the 4th period and there will be no mid-period officials' time out for substitutions.

All team members listed in the scorebook and dressed in uniform must start and finish one FULL and continuous playing period during the first and second halves of the game before being substituted. When a new player first enters the game during each half it must be at the start of a new playing period. The only exceptions to this rule would be due to a disqualification by rule or due to an injury or illness. If the injured or ill player returns to the game, he/she must satisfy the Basic Rule, if possible. If the first time a player enters the game in the middle of a playing period because of an injured or disqualified teammate, he/she must still satisfy the Basic Rule, if possible, i.e., start and complete a full playing period before the end of the quarter.

If an official beckons a coach to come onto the court to check on an injured player and the coach determines that the player can continue to play, he/she may be allowed to do so without requiring the coach to use a time out to keep the player in the game.

A player who comes to the game after the first half must only satisfy the second half's participation rule.

If a player receives an intentional or technical foul, the coach may remove him/her from the game and not fulfill his/her required playing time. If there is another playing period in that half, he/she must fulfill the playing time.

THE SPIRIT OF THE RULE AS WELL AS THE LETTER OF THE RULE MUST BE OBSERVED. FAILURE TO ABIDE SUBJECTS THE GAME TO BE PLAYED UNDER PROTEST.

If a player's name is not listed in the official book when he/she enters the game, a technical foul will be called.

SECTION XXI. PROCEDURES FOR HOME GAMES

It is necessary for the following to be observed:

1. The Athletic Director or a parish representative from the hosting Parish must be present and is solely in charge before, during, and after all home games. This includes all buildings and the parking lot of the facility. This person should be visible and readily available. Coaching duties must not

- conflict with the A.D.'s duties, and one (1) person is not allowed to fulfill both duties simultaneously.
2. An Athletic Director MUST provide the following materials at the scorer's table for every home game:
 - A. The OFFICIAL C.Y.O. RULEBOOK for the Santa Rosa Diocese containing: (1) Diocese of Santa Rosa Rules and Philosophy concerning All Sports; (2) Diocese of Santa Rosa Basketball Rules and Regulations; (4) copy of Duties and Responsibilities of Basketball Officials; (5) copy of Duties and Responsibilities of Scorers and Timers.
 - B. The Official List of Sanctioned Coaches who have been cleared by the league and the diocese.
 - C. Dated Referee Report Form to be signed by the referees, and Parish Representatives, filled in and faxed by the person in charge by Monday night after the last game. The original must be kept on file by the Athletic Director. The results of the games may be emailed.
 - D. Copy of current National Federation Basketball Rule Book.
 3. REFEREE REPORT FORM: The completed REFEREE REPORT FORM containing scores and any incident or protest should be faxed immediately after games to the League Scores Coordinator. The original must be kept on file by the Athletic Director. The results of the games may be emailed. The Athletic Director or the Parish Representative present should explain any incident or protest that occurs on the reverse side of the Referee Report Form. It is necessary that this form reaches the Scores Coordinator by the Wednesday following the games.
 4. If there is only one referee or no referee present at game: Please note this on Referee Report Form.
 5. The use of microphone during a game (except to make an announcement during intermissions, before and after games) is prohibited.

SECTION XXII. STATEMENT TO BE READ BEFORE EACH DIVISIONAL AND DIOCESAN PLAYOFF GAME:

IT IS THE PURPOSE OF THIS PROGRAM TO PROMOTE SPORTSMANSHIP AND A GOOD FEELING AMONG THE PLAYERS, COACHES AND SPECTATORS. THE GAMES OF THIS TOURNAMENT MUST BE A SHOWCASE OF SPORTSMANSHIP, AND THE BEHAVIOR OF ADULTS MUST BE OF THE HIGHEST STANDARDS.

ANY CROWD MISBEHAVIOR WILL RESULT IN A WARNING, AND IF IT PERSISTS, THE GAME WILL BE FORFEITED. IF FANS FROM BOTH TEAMS ARE OUT OF ORDER, THE GAMES WILL BE DOUBLE FORFEITED, AND BOTH TEAMS WILL RECEIVE A LOSS. BOOING, HECKLING, OR YELLING AT OFFICIALS OR PLAYERS ARE CONSIDERED CROWD MISBEHAVIOR.

SECTION XXIII. COACHES' CONDUCT

1. Coaches are expected to be a model of Christian values in their attitudes and actions. Honesty, fairness, consistency, support and positive encouragement demonstrate a caring attitude for youth.
2. Coaching a youth sport is a demanding and time consuming job. You, the coach will play a big part in the life of each of your players. You are a special person with a large responsibility. You must strive to treat each player equally whether he/she is the best or worst skilled player. Your actions must truly speak louder than your words because your players will be watching you closely. Praise and discipline should be based on facts, not on the individual.
3. Coaches should not shout at or make derogatory remarks to players, other coaches, parents, guests or officials! Profanity will not be tolerated.
4. Players should, through your sound teaching methods, be encouraged to do the best of their ability and not beyond it. Players must be allowed to play with positive support from the coach and team, no matter what their skill level is.
5. Kicking, hitting or any unsportsmanlike conduct of player, coach, parent, guest or official will not be tolerated from anyone in attendance at an athletic event.
6. The coach of each team must cooperate with the supervisor and custodians in charge of the facility. This is a prerequisite to C.Y.O. teams use of the facilities. Coaches must see that the gyms are in order before leaving regardless of the time the game is played.
7. Any coach who conducts himself in an ungentlemanly or unsportsmanlike manner while participating in any C.Y.O. competition may be removed from further participation. No player, coach, parent or fan, shall abuse, heckle, or make uncomplimentary remarks or gestures towards any opposing player, coach or official. VIOLATIONS WILL NOT BE TOLERATED. This may result in the suspension or expulsion of said individual(s) from further C.Y.O. participation. Each coach is responsible for himself and his followers and is responsible for informing his parents of the non-harassment rule.
8. Any coach being called for a second direct technical foul in a game will automatically be ejected from that game immediately. The coach must

leave the premises, and may NOT stand in the doorway of the gym to observe the game. Coaches who refuse to leave will automatically forfeit that game. Any coach ejected for a second time in one season will be automatically suspended for the remainder of the season. Should that coach want to participate in the C.Y.O. program again, he would need to send a written request to the Athletic Director who would put it before the Board of Athletic Consultants for reinstatement.

9. Any direct technical fouls shall be marked on the Referee Report Form and any time he or she receives two direct technical fouls in a season, he or she shall be suspended for the practice(s) for the next scheduled game AND the next scheduled game (excluding byes) and may not enter the gym for the practices and games.

If a coach has two (2) direct technicals, and there is another infraction, said individual shall be suspended from all C.Y.O. activities for the rest of the season.

In the case of coaches, fouls are cumulative, no matter how many teams they coach.

10. Any coach who misrepresents himself or herself with regard to their true identity, or their true status as a coach in good standing (i.e., not having their Coach's Card as a result of league action or a rule violation), at a league or CYO sanctioned game will be immediately suspended for the remainder of the season.
11. Upon reaching a 30-point differential, the team that is leading will be declared the winner of the game, the final score will be the score of the differential, and the scores will be set to 0-0 on the scoreboard for the remainder of the game. The scorekeeper will record in the official scorebook the time on the clock when this occurs, and the AD/designee will also record the time on the official score sheet that is submitted to the League's Scorekeeper.
12. Coaches must attend all parish meetings and coaches clinics as directed by their Athletic Director, and must accept and agree to follow C.Y.O. rules and guidelines.

If a coach coaches more than one (1) team he must have an assistant on each team.
13. All coaches are to direct all questions, protests, game changes, etc. to their Athletic Directors. Do not go directly to league officials.
14. The coaches' handbook is to be provided by the league and to be available before the start of the season.
15. If, in the judgment of the gym supervisor, the officials have not taken appropriate actions to address the behavior of coaches that are contrary to the philosophy of the CYO program, and a reminder to coaches by the

gym supervisor to modify their behavior has not succeeded, the gym supervisor may take appropriate action with respect to coaches, after a formal warning in consultation with the officials. Such action may involve the ejection of a coach from the game.

SECTION XXIV. DIOCESAN COACHES GUIDELINES

1. Medical Injuries: Report any injuries requiring medical attention to your Athletic Director as soon as possible. Seek medical aid and notify the parent or guardian, should an injury occur in games or practices.
2. Medical Release Forms: All coaches must have a medical release form for each player in their possession during practice or games.
3. Insurance: Each team must be covered by insurance through the Diocese of Santa Rosa. Because of insurance restrictions, only C.Y.O. Team Members are allowed to participate in practices and games.
4. Facility: Follow the rules for each facility and report any damages to your Athletic Director.
5. Coaches' Meetings: Coaches may be required to attend a Coaches' Clinic sponsored by the Diocese. Coaches must attend parish meetings as dictated by the Parish Athletic Director. Athletic Directors must attend the Athletic Board Meetings.
6. Team Conduct: Coaches are responsible for the behavior of team members during practices and games. Players must be instructed that they are to take special care in use of gym facilities. Participants must wear gym (tennis) shoes.
7. Fan/Parent Conduct: Coaches are responsible for instructing parents on the proper conduct of parents and fans during practices and before, during and after games. The Athletic Director at the game shares this responsibility.
8. Cheerleaders' Conduct: Coaches are responsible for the behavior of cheerleaders at a game. Cheers may be competitive, but should reflect Christian values and language.
9. Diocesan Sports Rules: All coaches are expected to comply with the rules covering sports as listed in the Diocesan Rules.
10. Coaches must give scorer's table complete (1st and last) names before the start of the game. A technical may be issued if this is not done, and the complete roster must be produced later by that Parish's A.D.

SECTION XXV. GUIDELINES ON BENCH DECORUM

Only two coaches may sit on the bench during a game.

For a coach, squad member, or other authorized bench personnel to conduct themselves in an unsportsmanlike manner or to behave as such to incite the displeasure of spectators, or to render evidence of disagreement with official's decision is totally unacceptable during contests sponsored by the Diocese of Santa Rosa. Such conduct is deplorable and definitely an infraction of the rules. It not only reflects adversely on the personnel of both teams and their supporting parish, but on the complete program. It is the duty and the responsibility of the coach not only to adhere to the letter of the rule but to abide by the intent and spirit of it as it applied to decorum of the bench. The rule has been revised for this purpose, and it in no way inhibits a coach from carrying out all necessary coaching duties. The rule, however, is more stringent than it has been in the past, and is as follows:

One coach will be designated as the head coach at each game. The designated head coach is the only coach that may stand during the game under the circumstances delineated below.

Coach's box shall be enforced. The coaching box is 14 feet long placed in the middle of the regulation half court. Coaches are strongly encouraged to remain seated on the bench at all times while the clock is running or is stopped, except to:

1. Confirm with bench personnel and players within the confines of the bench area during a charged time out or during an intermission between quarters or extra periods.
2. Rise and stand in front of their seat to signal players to request a time out.
3. Confer with personnel at the scorer's table to request a time out for a correctable error.
4. To attend to an injured player when beckoned on to the court by an official.
5. They may stand to replace or remove an injured or disqualified player or a player directed to leave the game only within the confines of his or her bench.
6. To spontaneously react to an outstanding play by a member of his/her team.
7. The coach may be off of his or her seat if they are within the confines of the coaching box.
8. A technical foul may be issued for any violation of the above guidelines.

SECTION XXVI. GUIDELINES FOR CROWD CONTROL

1. Each coach is responsible for his/her own followers.
2. In case of crowd or individual misbehavior in the gym, parking lot, or any part of the school site before, during or after the game, the following procedure is recommended by the Diocesan C.Y.O. Board of Directors.
 - A. The referee and/or the Athletic Director shall:
 1. Warn the coach or coaches who will quiet their own fans.
 2. Warn the coach or coaches and take a cooling off period (approximately 3 minutes), at the referee's discretion.
 3. If the behavior is still in poor taste, forfeit the game to the other team. If both teams' supporters are out of line, forfeit the game both ways (both teams are charged with a LOSS).
3. In case of a coach's misbehavior
 - A. The referee shall, progressively:
 1. Warn the coach.
 2. Call a technical foul.
 3. Call a second technical foul and eject the coach from the immediate area (gym); if he/she refuses to go, forfeit the game to the opposing team.

Any coach being ejected for the second time in one season will automatically be suspended for the remainder of that season. Then the coach must apply in writing for future participation in the C.Y.O. program.
 4. Written complaints regarding misconduct on the part of players, coaches, or fans should be forwarded to the C.Y.O. Commissioner by the officials or the Athletic Director for review by the Executive committee.
 5. Failure to follow these guidelines may result in expulsion by the Executive Board.
4. A sportsmanship statement shall be read to the crowd before the start of each 3rd grade game during the first, second and 6th week of the season.

SECTION XXVII. DUTIES AND RESPONSIBILITIES OF BASKETBALL OFFICIALS

The Official Publication will be the current National Federation Basketball Rule book. Also, each official should learn and use the official hand signals.

1. All games will be officiated according to the rules, not according to the age of the players. A verbal explanation, as well as the hand signal, though, might be in order during violations of a 3rd or 4th grade game.
2. All officials provided by the parishes will please obtain and wear, without exception, a regulation referee's shirt. We must insist upon this. The referee will designate which of the two scorebooks will be the OFFICIAL book. Failure to have a scorebook will nullify any further attempt to correct a correctable official's error.
3. The captains of each team and the two officials should meet briefly three (3) minutes before the start of each half. Ground rules and specific instructions should then be given.
4. The Officials will make sure the basketball game is the only activity going on in the gym during a game. Shooting at side baskets, bouncing balls, etc., should not be allowed. The teams to compete in the next game should remain well away from the court. If you do not meet with cooperation, please request that the hosting athletic director or his representative handle the situation.

SECTION XXVIII. DUTIES AND RESPONSIBILITIES OF BASKETBALL SCORERS

BASKETBALL SCORERS SHALL RECORD:

1. Field Goals Made
2. Free Throws Made
3. Free Throws Missed
4. A Running Summary of Points Scored
5. Personal Fouls
6. Technical Fouls
7. Time Outs Charged to Each Team
 - A. They shall signal the nearer official each time a team is granted a time out in excess of the legal number.
 - B. Each team will be allowed one extra time out for each overtime period played.

8. There shall be no shot clock.

BASKETBALL SCORERS SHALL SIGNAL:

1. The nearer official, each half, in a game played by quarters, when a player commits a common foul, beginning with his team's seventh personal foul. 1 & 1 bonus situation is then in effect. On the tenth common foul, bonus goes to 2 shots.

OTHER RESPONSIBILITIES OF BASKETBALL SCORERS:

1. Record the names and numbers of players in numerical order in the book. Then record all players who are to start the game, and the numbers of all substitutes who enter the game.
2. Monitor participation rule.
3. They shall notify the coach of a player who receives his 4th personal foul.
4. They shall notify the referee immediately when the 5th personal foul is called on any player.
5. When there is an infraction of the rules pertaining to submission of the roster, substitution, or numbers of the players, the scorers shall notify the nearest official.
6. Fill in the boxes that pertain to date, place, etc.
7. Total up and balance the summary totals.
8. Fill in the result in the season recorded in back of book.
9. Have book checked by the proper coach to see that it is complete and correct before credit is given.
10. The Scorer is encouraged to remind each coach of the "Second Half Participation Rule."

NOTE: The scorebook of the home team shall be the official book, unless the referee rules otherwise. The official scorebook shall remain at the scorer's table throughout the game including all intermissions.

The scorers shall sit together and shall compare their records after each quarter of the items listed above, i.e.: Field Goals Made, Personal Fouls, Technical Fouls, Time Outs, and Participation charged to each team. They shall notify the referee at once if there is any discrepancy. The visiting team's scorer is encouraged to sit

at the official's table. If they choose not to, any discrepancies cannot be questioned.

11. A scorer is part of the officiating crew and his/her conduct must be neutral and impartial. If he/she violates this principle of neutrality, the referee or the gym monitor may issue a warning upon the first infraction. Upon the second infraction, the scorer may be removed from the scorers' table.
12. All scorekeeping books at the scorers' table must remain at the table at all times.
13. No standings will be recorded or kept for 3rd grade games.
14. For all playoff games, the host gym must provide an individual to be responsible for keeping the scores in a neutral, official scorebook. That individual may not be a coach or a parent from either team playing in that game.

SECTION XXIX. DUTIES AND RESPONSIBILITIES OF BASKETBALL TIMERS

A TIMER SHALL:

1. Notify the referee three (3) minutes before the half is to start.
2. Record playing time and time of stoppage.
3. Time intermissions and time outs (one minute) and sound a warning signal 15 seconds.
 - A. In 3rd grade there will be a one (1) minute intermission between each three (3) minute playing period. In all 4th and 5th grade games there will be a two (2) minute intermission between six (6) minute quarters.
 - B. In all 6th, 7th and 8th grade games there will be a one (1) minute intermission between seven (7) minute quarters.
 - C. The intermission for half time will be ten (10) minutes, but may be shortened at the AD's discretion.
4. Start the clock in the following situations:
 - A. On jump balls, when the ball is legally tapped.
 - B. On throw-ins, when the ball touches or is touched by any player.
 - C. On free throws that are unsuccessful, and the ball is to remain alive, when the ball touches or is touched by a player.

- D. On free throws that are unsuccessful, and the ball is not to remain alive (misses rim), on the ensuing throw-in.
 - E. On a free throw that is successful, on the ensuing throw-in.
5. Stop the clock when an official:
- A. Signals a foul
 - B. Signals a held ball.
 - C. Signals a violation
 - D. Grants a time out
 - E. Stops play for any reason
6. Help implement "ALL PARTICIPATION RULE"
- A. Set on clock an amount of time to be called the "first playing period" equal to one half the playing time of a period at the beginning of each quarter. At the expiration of this time period which is administered as an official's time out, set an equal amount of time on clock, to be called the "second playing period."

SECTION XXX. RECOMMENDATIONS

- 1. Teams, when possible, shall be seated on the opposite side of spectators.
- 2. Each AD shall use his/her own discretion as to whether it is necessary to hand out information regarding the accepted behavior conduct rules of the C.Y.O. program. Such rules are for those who participate or attend a C.Y.O. function.

SECTION XXXI. DEFINITIONS

Note: The following list of definitions is intended to help youth coaches better understand the game. It is by no means all of the definitions set forth in the federation rules book and not word for word but a simplified version. More in depth information can be obtained from the National Federation High School Rules Book, the Handbook of High School Basketball Rules & Mechanics, your Athletic Director, the Northern Coast Official's Association, or the University of Sports.

ALTERNATING POSSESSION ARROW, SETTING INITIAL DIRECTION:

After one team gets possession of the ball at the opening jump, the A.P. arrow is pointed toward the opponent's basket.

BACKBOARD:

The face and all four sides (top, bottom and two sides) of the backboard are considered inbounds. The back side is out. A ball that travels over the backboard from front to back or back to front is out of bounds.

BACKCOURT:

A player with the ball in the back is still considered to be in the backcourt until that player has both feet and the ball over the half court line. The ball by itself is in the front court when it touches the front court. The ball thrown from the backcourt and in the air is still in the back court until it touches a player or the floor in the front court. A team cannot be called for back court if it does not obtain initial ball control in the front court.

EXAMPLES:

- (1) Neither team has ball control during a throw-in from out of bounds. This means that you can throw to player in the backcourt even if you are throwing from under your own basket when inbounding the ball.
- (2) During a throw-in, if the ball is thrown to a player in the front court and the ball hits him/her in the knees and bounces into the backcourt, that player or any player on that same team can recover the ball without violating because there was no team control of the ball in the front court.
- (3) Neither team has control after a shooter releases the ball. St. Eugene misses a shot. The ball bounces off the rim, bounces off another St. Eugene player's hands then goes into their backcourt. It can still be recovered by St. Eugene because there was no team control.
- (4) During a throw-in, if a player jumps from the front court and catches the ball in the air and then lands in the backcourt, it is not a violation.
- (5) A player on defense can jump from his/her front court during live play, steal the ball, and then land in his backcourt without penalty.

BASKET CHOICE:

No choice. Each team's basket for practice before the game and for the first half shall be the one farther from its team bench. Home game management is responsible for seating arrangements as to which side of the scorers' table each team sits.

BLOCK/CHARGE

Blocking is illegal personal contact which impedes an opponent's progress. Charging is illegal personal contact caused by pushing or moving into an opponent's torso. If a guard has obtained a legal guarding position, the player with the ball must get his/her head and shoulders past the front of the torso of the defensive player. If contact occurs on the front of the torso of the defensive players, the dribbler is responsible for the contact. If there is less than 3 feet of space between two opponents or one opponent and the boundary line and there is contact, the dribbler has the greater responsibility for the contact.

CLOSELY GUARDED:

A closely guarded situation occurs when a player holding or dribbling the ball is guarded by an opponent within 6 feet. When closely guarded, you can only hold the ball for less than 5 seconds before passing, shooting, or dribbling. When closely guarded, you can only dribble the ball for less than 5 seconds before passing, shooting, or holding the

ball. You can hold for 4 seconds, then dribble for 4 seconds, and then hold for 4 seconds legally.

CONTINUOUS MOTION:

Continuous motion is the customary arm, leg, or body movement that constitutes the beginning of a shot. Examples would be Kareem's long stride along the free-throw line before going up with his skyhook or a player picking up the ball to begin a lay-up.

CONTROL, PLAYER AND TEAM:

A player is in control of the ball when he/she is holding or dribbling a live ball inbounds. A team is in control when a player of the team is in control or when the ball is being passed among teammates and during an interrupted dribble. An interrupted dribble is when a player with the ball momentarily loses control of the ball. Team control continues until the ball is in flight during a shot or the other team gains control.

EXTRA PERIOD:

Extra period(s) is the extension of the 4th quarter when necessary to break a tie. Extra periods in 4th through 8th grades shall be 3 minutes. No O.T. for 3rd grade. 1 extra time out is added to each team's unused time out totals for each O.T.

FOULS:

Every player is entitled to a spot on the floor as long as that player gets there first without illegally contacting an opponent.

A **personal foul** is a player foul which involves illegal contact with an opponent while the ball is live, which hinders an opponent from performing normal defensive and offensive movements. PENALTY: Opponent's ball or free throws if in the bonus.

An **intentional foul** is a personal or technical foul designed to stop or keep the clock from starting, to neutralize an opponent's obvious advantageous position, contact away from the ball, or when not playing the ball. It may or may not be premeditated and is not based on the severity of the act. A foul shall be ruled intentional if while playing the ball a player causes excessive contact with an opponent. PENALTY: Two free throws and the opponent's ball closest to the spot of the foul.

A **flagrant foul** may be a personal or technical foul of a violent or savage nature, or a technical non contact foul which displays unacceptable conduct. It may or may not be intentional. It may involve violent contact such as striking, kneeling, or kicking, etc. If **flagrant technical**, it involves dead ball contact or non contact at any time which is extreme or persistent, vulgar or abusive conduct. Fighting is a flagrant act. PENALTY: Immediate ejection from the game, disqualification from CYO for the following week, two free throws and the opponent's ball at midcourt.

A **player control foul** is a foul committed by a player while he/she is in control of the ball or by an airborne shooter. An airborne shooter is a player who has shot the ball but hasn't returned to the floor yet. PENALTY: No baskets counted, opponents' ball at the closest spot of the foul.

All of the fouls above count towards the **team foul** totals to reach the one & one bonus. On the seventh team foul committed, the opponents shoot one & one free throws and on the tenth team foul the opponents shoot two free throws.

FUMBLE:

A fumble is the accidental loss of player control when the ball unintentionally drops or slips from a player's grasp. You cannot travel if you do not have control of the ball.

GUARDING:

Guarding is the act of legally placing the body in the path of an offensive opponent. A player who extends an arm, shoulder, hip, or leg into the path of an opponent is not considered to have a legal position if contact occurs. To **obtain legal guarding position**, the guard must have both feet touching the floor and the guard's torso must be facing the opponent. **After the initial guarding position is obtained**, the guard is **not required** to have either or both feet on the floor or continue facing the opponent. The guard may move laterally or obliquely to maintain position but not toward the opponent if contact occurs. No time or distance is required to obtain legal guarding position on a stationary opponent or an opponent with the ball. If the opponent with the ball is airborne, the legal guarding position must have been established before the opponent left the floor. If the opponent guarded is without the ball, then time and distance may be a factor. The opponent must be given time to avoid contact, but not more than **two** steps.

INCIDENTAL CONTACT:

Incidental contact is contact which is permitted and which does not constitute a foul. When ten players are moving rapidly in a limited area, contact is sure to occur. The mere fact the contact occurs does not mean it is a foul. Contact which does not hinder the opponent from participating in normal defensive or offensive movements is considered incidental.

KICKING THE BALL:

Kicking the ball is **intentionally** striking it with the knee or any part of the leg or foot below the knee.

SCREEN:

A screen is legal action by a player who, without causing contact, delays or prevents an opponent from reaching a desired position. The screener may face any direction. He/she must be stationary, **unless** both the screener and the player screened are moving in the same direction. When setting a screen on a stationary opponent to the front or side, the screen can be set anywhere short of contact. If setting a screen on the back side of the opponent, the screener must allow the opponent at least one normal step before contact occurs. It is not legal to extend the arms, elbows, hips, or knees fully or partially to hinder the progress of an opponent.

THROW-IN, DESIGNATED SPOT:

A throw-in is the method of putting the ball into play from out of bounds. The throw-in and the throw-in count begin when the ball is at the disposal of the thrower. The 5 second count ends when the ball is released onto the court. The throw-in ends and the clock starts when the ball is touched by anyone on the court. The designated throw-in spot is 3 feet wide parallel with the boundary line, with no restrictions in depth except the walls or seats. The thrower must keep at least one foot on or above this area while inbound the ball. Traveling rules do not apply during a throw-in. There are no designated spot restrictions after a made basket and the ball may be inbounded anywhere along the endline.

TIME-OUT:

A full length time-out charged to a team is a maximum of 1 minute. After the official reports the time-out, the timer begins counting to 45 seconds at which time the

horn is sounded and the players are required to return to the court and be ready to play when the 1 minute mark is reached. In CYO there are four 1 minute time-outs allotted per game which may be used at any time. One extra time-out is allotted to each team for any overtimes played.

TRAVELING:

Traveling (running with the ball) is moving a foot or feet in any direction in excess of the prescribed limits **while holding** the ball.

A player who catches the ball with both feet on the floor may pivot using either foot. When one foot is lifted, the other is the pivot foot.

A player who catches the ball while moving or dribbling may stop and establish a pivot foot as follows:

(1) If both feet are off the floor and the player lands simultaneously on both feet, either foot may be the pivot.

(2) If both feet are off the floor and the player lands on one foot followed by the other, the first foot to touch is the pivot.

(3) If both feet are off the floor and the player lands on one foot, the player may jump off that foot and simultaneously land on both. Neither foot can now be the pivot.

(4) If only one foot is on the floor it is the pivot when the other foot touches.

(5) If only one foot is on the floor the player may jump off that foot and simultaneously land on both. Now neither foot can be a pivot.

After coming to a stop and establishing a pivot foot, the pivot foot may be lifted but cannot be returned to the floor before the ball is released for a shot or pass.

A dribble must be started before the pivot foot is lifted. A player holding the ball may not touch the floor with any part of the body other than the feet or hands. After gaining control of the ball while on the floor and touching with anything other than the feet or hands, a player cannot attempt to stand or roll over. He/she may pass, shoot, start a dribble, or call time-out. If laying on his/her back, he/she may also sit up.