

Sacred Heart of Castleton CYO Basketball

CONSTITUTION

Preamble

ARTICLE I Mission Statement

SECTION I

Sacred Heart of Castleton CYO Basketball is committed to providing an enjoyable and educational basketball experience for all the players involved. The goal of Sacred Heart CYO Basketball is to afford every child in the Schodack School District the opportunity to play basketball. We strive to give the correct atmosphere and encouragement, so that all the children can learn and understand the fundamentals of the game. We emphasize a fun, but structured environment that allows our children the opportunity to succeed. We give each child the opportunity to learn the life lessons that athletics can teach. These include fair play, good sportsmanship, and a strong work ethic. The athletes are encouraged to have fun, play hard and learn something every time they step on the basketball court.

SECTION II

To achieve the "Mission Statement", Sacred Heart of Castleton CYO Basketball will organize and provide a supervised program of competitive basketball games pursuant to the rules and regulations of the Troy District CYO Basketball league, and to the requirements given by the Sacred Heart Church.

ARTICLE II NAME

SECTION I

This organization shall be known as "Sacred Heart of Castleton CYO Basketball, and hereinafter in this document shall be referred to **SHCYOBB**. The official Web site is as follows:

<http://sacredheartcyobasketball.siplay.com/site/>

SECTION II

The official address of **SHCYOBB** shall be as follows:

Sacred Heart of Castleton CYO Basketball

2060 Jensis Road

Castleton, NY 12033. (5/23/12)

SECTION III

SHCYOBB shall conduct meetings, organize activities and form committees as set forth in the **SHCYOBB** adopted By-Laws.

SACRED HEART OF CASTLETON CYO BASKETBALL

OFFICIAL BY-LAWS

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SACRED HEART OF CASTLETON CYO BASKETBALL OFFICIAL BY-LAWS

ARTICLE I MEMBERSHIP

SECTION I

Membership of the **SHCYOBB** shall be incorporated as follows:

- A. Player Members: Any boy or girl meeting the requirements of **SHCYOBB** and is registered in the Schodack Central School District, and/or is registered as a parishioner of the Sacred Heart of Castleton Church shall be eligible to participate in the program.
- B. Regular Members: Regular members shall consist of members in good standing, interested in, and willing to follow the rules of **SHCYOBB**. Annual membership dues will be in the amount of two (\$2.00) dollars per annum, July through June of the existing year. (\$2.00 are no longer required to be a regular member 09/17)
- C. Lifetime Members: Lifetime members shall consist of those persons who, in the opinion of the membership, have made a substantial contribution; whether by deeds or finances, and receive a unanimous vote of the membership present at a membership meeting, when their name is submitted. A lifetime member has all voting rights of a regular member. (09/17)

SECTION II

Termination of membership shall occur in the following manner:

- A. By an individual's resignation.
- B. By moving out of the Schodack Central School District, and leaving Sacred Heart Church parish. (if the family was a Sacred Heart parishioner)
- C. By the Board of Directors in accordance with the following rules:
 - 1. Any member whose actions are deemed detrimental to the **SHCYOBB**, shall be notified in writing as to the nature of the complaint, and will be given an opportunity to appear before the Board of Directors at a special meeting, which will be open to the membership, to answer the complaint.
 - a. Any Board member lodging a complaint shall not sit on said Board of Directors during this procedure.
 - b. The Board of Directors may at such a meeting, to show cause for the complaint, call witnesses to substantiate the complaint, and the person against whom the complaint was lodged may question those witnesses.
 - c. The person, against whom the complaint was lodged, may also call witnesses at this time on their behalf, but those witnesses are also subject to questions by the Board of Directors or person bringing the complaint.
 - d. The Secretary, being a member of the Board of Directors, shall keep the minutes of the meeting
 - e. The Board of Directors must decide at this special meeting if there is any basis to the complaint, and if so said complaint is valid, must then be given to the membership at the next membership meeting for a vote on said matter.
 - 2. If the Board of Directors sends the complaint to the members, the matter must be taken into the consideration at that membership meeting it is presented, as to the

disposition of the complaint. The Secretary will read all minutes, pertaining to the complaint from the Board of Directors meeting, to the membership present at the membership meeting.

3. The membership must then vote on the disposition of the complaint; and prior to the vote being called, the person whom the complaint was lodged shall have an opportunity to address the membership.
4. If the Board of Directors and membership receive no answer to the complaint, by either the person against whom the complaint was lodged; or a representative of same, then the membership must vote only on the facts that have been submitted to them.
5. If the complaint is criminal in nature, then the person, against whom the complaint was lodged, will be suspended from the membership and participation, pending all legal decisions.

ARTICLE II **MEETINGS**

SECTION I

There shall be regular monthly days and dates will be determined by the President.

- A. The meetings will be held at a place to be determined by the President. (6/08)
- B. A list of all regular meetings will be made available to all members. The list will be established at the May meeting.
- C. If a holiday should fall on the meeting date of the month, the meeting will be held in the next week, or a date determined by the President.
- D. The President may change or cancel meeting dates at his/her discretion.
- E. There will not be a meeting held in July unless called by the President. (06/16)

SECTION II

All Regular membership meetings will be in accordance with the "Roberts Rules of Orders".

SECTION III

The agenda of the regular membership meetings shall be as follows:

1. Meeting called to order
2. Introductions
3. Minutes of previous meeting by Secretary
4. President's report
5. Vice President's report
6. Treasurer's report
7. Committee reports
 - Registration
 - Equipment
 - Public Relations
 - Concessions
 - Fund Raising
8. Athletic Director Report
9. Coordinator's reports
 - Gym Time
 - 1st-2nd grade (boys)
 - 1st-2nd grade (girls)

- 3rd-4th grade (boys)
- 3rd-4th grade (girls)
- 5th-6th grade (boys)
- 5th-6th grade (girls)
- 7th-8th grade (boys)
- 7th-8th grade (girls)
- Parish Liaison) (6/08)
- Cheerleading Coordinator (06/10)
- High School Liaison (06/15)

10. Coaches Reports

11. Old Business

12. New Business

13. Adjournment

Monthly Meeting Items:

March - Nomination Committee – nominates new slate of Officers for Board of Directors for the upcoming year.

April - Review all Bidy and junior team records, and discuss bracket A-D placement for next year; Officer Nominations are announced during this meeting, and voted on at May meeting.

May -Vote taken for new Officers and announcement made; Yearly meetings dates announced for next year.

June – New Officers will select Chairpersons; Distribute copy of Bylaws to all paid members.

October – Bidy and Junior Coordinators present plans for bracket placement of teams. This is based on review of current player rosters and recommendations made at end of previous season during April’s meeting.

November – Final determination and review of Bidy and Junior bracket placement considering any impact based on registration/sign-ups (new players, reduction of players and total counts) or board feedback (this may need to occur before monthly meeting so Athletic Director can send in team brackets to Troy District CYO Basketball league.

SECTION IV

- A. The Board of Director’s meetings will be held whenever a situation should arise where their services are needed. A Board of Director Officer will be removed from the meeting if the individual is involved in the current situation being discussed. Unless said individual is requested to attend by the other Board of Director Officers to discuss the current situation.
- B. The Board of Directors meetings can include other participants such as coaches, coordinators, chairpersons, etc... at the discretion of the Board of Director’s, and by invitation only.
- C. A Board of Directors Meetings will be held if necessary, the night or within 3 days of the MHMS modified boys and girl’s teams selection. This is to determine the division of players for the SHCYOBB junior teams, and determine the correct TROY CYO level of competition play.

- D. A Board of Directors Meetings will be held if necessary, within 3 days preceding or after the last Bidy player evaluation session. This is to determine the division of players for the SHCYOBB Bidy teams, and determine the correct TROY CYO level of competition play.

SECTION V

Committee meetings may be held at the discretion of the Committee chairperson (s). The meeting agenda must be reported back to the Board at the next meeting.

SECTION VI

Coordinators meetings may be held at the discretion of the Coordinators. The meeting agenda must be reported back to the Board at the next meeting.

SECTION VII

Coaches meeting may be held at the discretion of the head coaches. The meeting agenda must be reported back to the Board at the next meeting.

SECTION VIII

At any **SHCYOBB** event where there are children present, no tobacco products or alcohol shall be consumed. This applies to practices and games.

ARTICLE III **OFFICERS**

SECTION I

The **SHCYOBB** officers shall consist of a President, Vice President, Secretary, and Treasurer, which will be elected by the general membership at the May meeting.

- A. The term of the elected officers shall be from June 1 through May 31 of the next year. The officer elect must be in good standing for a period of at least six months prior to running for office.
- B. A nomination committee, appointed by the President at the regular March membership meeting, shall have met and prepared a slate of candidates, to be presented to the members at the regular April membership meeting.
- C. The election of officers will be held at the May meeting, where nominations will also be taken from the floor prior to the vote being taken. All votes will be cast by secret ballot.
- D. Only those members in good standing (dues paid) will be allowed to vote.

SECTION II

At the June Meeting, the newly elected Officers will appoint the following Chairpersons:

- A. Committee chairperson (s)
 - 1. Registration
 - 2. High School Liaison
 - 3. Equipment
 - 4. Public Relations
 - 5. Concessions
 - 6. Fund Raising
- B. Athletic Director
- C. Level Coordinators
- D. Gym Time Coordinator

- E. Parish Coordinator (6/08)
- F. Cheerleading Coordinator (06/10)
- G. High School Liaison (06/15)

ARTICLE IV OFFICER'S DUTIES

SECTION I

PRESIDENT

- A. Sets agenda and presides at monthly meetings.
- B. Responsible for handling and resolving any issues and or conflicts that are not covered under other job descriptions.
- C. Shall have the authority to create whatever committees which are not covered in the by-laws that may be deemed needed to perform a specific function for **SHCYOBB**.
- D. May attend any or all committee, coach's meetings, or meetings for the **SHCYOBB** benefit.
- E. May call a special membership meeting, or request committee chairpersons or coaches to call a meeting to resolve a specific matter of importance.
- F. Oversees the operation of the Board of Directors
- G. Coordinates leagues schedules with Troy CYO and the AD (due to the MHMS modified program not beginning until December 1st, the President should request a bye for SHCYOBB Junior Team(s) for the first week of December).
- H. Along with the Parish Liaison, gives a presentation to the Sacred Heart Church Council and Priest. This presentation shall include, but not limited to, number of participants, annual training of coaches, and a financial report. (12/17)

SECTION II

VICE PRESIDENT

- A. Assumes duties of the President when he or she is unavailable.
- B. In case the office of the president becomes vacant, the vice president shall assume the duties of the President, and at the next membership meeting; a new vice president will be elected from nominations from the floor.

SECTION III

SECRETARY

- A. Records minutes of the monthly meetings.
- B. Prepares and makes available copies of previous month's meeting.
- C. Prepares any written statements or letters as requested by the Board.
- D. Tracks membership and dues payments.
- E. Stores all documents associated with SHCYOBB.
- F. Prepares a list of yearly meeting dates, as per the president.

SECTION IV

TREASURER

- A. Responsible for all financial records of the organization.

- B. Collects deposits and records all registration, fundraising, gate, camp, and concession monies.
- C. Provides a monthly financial report.
- D. Provides a written annual financial report, and an executive summary for the Sacred Heart of Castleton Parish Council. (12/17)
- E. Pays bills and refunds money as directed by the board.
- F. All checks will be accepted if made payable to Sacred Heart CYO, or endorsed to Sacred Heart CYO.

ARTICLE V COMMITTEES AND DUTIES

SECTION I

REGISTRATION CHAIRPERSON

Duties

- A. Make and distribute copies of registration forms.
- B. Record player information and fees paid.
- C. Turn over registration and fund-raising money to the Treasurer.
- D. Make up master list of players for Coordinators.
- E. Make up team rosters for coaches.
- F. Make up emergency and medical conditions list for coaches.

SECTION II

EQUIPMENT CHAIRPERSON

Duties

- A. Inventories all uniforms, basketballs and first aid kits.
- B. Make recommendations of equipment purchases to the Board.
- C. Orders new equipment as requested by the Board.
- D. Collects all equipment at the end of the year, and inventories same.
- E. Hands out equipment at the beginning of each season.

SECTION III

PUBLIC RELATIONS CHAIRPERSON

Duties

- A. Responsible for all aspects of CYO public relations using local papers and other media sources.
- B. Puts information in local papers (Registration, home game schedules, game results, and monthly meetings).
- C. Advertise for “games wanted” when requested by coaches.
- D. Maintain the Sacred Heart Web Site

SECTION IV

CONCESSION CHAIRPERSON

Duties

- A. Oversees all aspects of the concessions operation, and may appoint assistants. (Assistants will not sit on the Board)
- B. Purchases all supplies for the concession stand.
- C. Coordinates scheduling of the gate, concession, 50/50 raffle tickets, paying the referees, and any other "sales" of CYO Merchandise with team coaches.
- D. Turns over all monies collected, and any financial reports to the treasurer.
- E. Records the results of all home games and gives them to the AD.
- F. Documents all monies received and turns same over to the treasurer. (09/17)
- G. Documents all payments given to referees for their services, and will have referees sign such document. (10/17)

SECTION V

FUND RAISING CHAIRPERSON

Duties

- A. Research methods of raising money for **SHCYOBB**.
- B. Orders raffle tickets, and distribute same.
- C. Coordinates and runs any fundraisers as deemed necessary by the Board.
- D. Turns over any money collected to the treasurer.
- E. Makes a report for the Board on any fund-raising activity.

ARTICLE VI **COORDINATORS AND DUTIES**

SECTION I

GYM TIME COORDINATOR

Duties

- A. Applies for practice and gym time with the Schodack School District, Director of Community Education.
- B. Fills out any forms as may be required by the Schodack School District.
- C. Keeps track of gym use for billing purposes.
- D. Schedules try out dates for each level.
- E. Notifies the AD, Coordinators, and coaches of any changes in practice or game schedules with regard to gym use
- F. Request any additional gym time as may be available.

SECTION II

ATHLETIC DIRECTOR

Duties

- A. The contact person for the Troy Chapter of CYO.

- B. Attends Diocesan and the Troy chapter CYO Meetings.
- C. Keeps the Board, and coaches informed of any scheduling changes that come from the Troy Chapter.
- D. Notifies the Board and Coaches of any rule changes or procedure changes.
- E. Keeps a “master” schedule of all Sacred Heart games. (All Levels)
- F. Communicates with the PR person for News releases.
- G. Sends in all Home game scores to Troy CYO Director.

SECTION III

JUNIOR PEE WEE COORDINATOR (1ST - 2ND GRADE)

Duties

- A. Obtains the sign-up list from the Registration Chairperson and makes sure each player is called.
- B. Divides the players into EQUAL teams, and assigns coaches for each team, which must be approved by the Board.
- C. Oversees all home games and player conduct.
- D. Schedules games and communicates with the CES Janitorial staff.
- E. Contacts the Concession Director if needed.
- F. Notifies coaches of any schedule changes.
- G. Oversees all coaches and maintains the Coaches Requirements.
- H. Ensures and verifies all coaches have the required training before the season starts.
- I. Appoints Team parents to handle 50-50 raffle tickets at games.
- J. Communicates with the PR Person.
- K. Investigates all complaints.
- L. The Junior PeeWee coordinator may appoint an assistant, which must be approved by the board. (The assistant will not sit on the Board)

SECTION IV

PEE WEE COORDINATOR- BOYS (3RD – 4TH GRADE)

Duties

- A. Obtains the sign-up list from the Registration Chairperson and schedules and coordinates the player evaluation sessions.
- B. Divides the players into equal teams, and assigns coaches for each team, which must be approved by the Board.
- C. Schedules all games and practices in conjunction with the Gym Time coordinator and the concession coordinator.
- D. Keeps a master schedule of all PeeWee games.
- E. Oversees all home games and player conduct.
- F. Works with the janitors, and makes sure the gym and gym area is clean after every game.
- G. Hands out, reviews, and collects the “Coaches Requirements Form”.
- H. Ensures and verifies all coaches have the required training before the season starts.
- I. Investigates all complaints.
- J. Is responsible for handing out uniforms to all coaches.
- K. Is responsible for getting back all CYO equipment from the coaches, and turning them over to the Equipment Coordinator.
- L. Notifies coaches of any schedule or practice changes.

- M. Communicates with the PR Person and the President regularly.
- N. Makes sure all coaches call and confirm all home and away games.

SECTION V

PEE WEE COORDINATOR - GIRLS (3RD – 4TH GRADE)

Duties

- A. Same duties as the PeeWee boy's coordinator.

SECTION VI

BIDDY COORDINATOR - BOYS (5TH – 6TH GRADE)

Duties

- A. Obtains the sign-up list from the Registration Chairperson and schedules and coordinates the player evaluation sessions.
- B. Appoints coaches as per the "Coaches Selection Policy".
- C. Oversees the picking of teams, as per the "Player Selection Policy".
- D. Schedules all games and practices in conjunction with the Gym Time coordinator and concessions coordinator.
- E. Keeps a master schedule of all Bidy boys' games.
- F. Oversees all home games and player conduct.
- G. Works with the janitors, and makes sure the gym and gym area is clean after every game.
- H. Hands out, reviews, and collects the "Coaches Requirements Form".
- I. Ensures and verifies all coaches have the required training before the season starts.
- J. Investigates all complaints.
- K. Is responsible for handing out uniforms to all coaches.
- L. Is responsible for getting back all CYO equipment from the coaches, and turning them over to the Equipment Coordinator.
- M. Notifies coaches of any schedule or practice changes.
- N. Communicates with the PR Person and the President regularly.
- O. Makes sure all coaches call and confirm all home and away games.

SECTION VII

BIDDY COORDINATOR-GIRLS (5TH – 6TH GRADE)

Duties

- A. Same duties as the Bidy Boys Coordinator.

SECTION VIII

JUNIOR COORDINATOR-BOYS (7TH – 8TH GRADE)

Duties

- A. Obtains the sign-up list from the Registration Chairperson and schedules and coordinates the player evaluation sessions.
- B. Appoints coaches as per the “Coaches Selection Policy”.
- C. Oversees the picking of teams, as per the “Player Selection Policy”.
- D. Schedules all games and practices in conjunction with the Gym Time coordinator.
- E. Keeps a master schedule of all junior boys’ games.
- F. Oversees all home games and player conduct.
- G. Works with the janitors, and makes sure the gym and gym area is clean after every game.
- O. Hands out, reviews, and collects the “Coaches Requirements Form”.
- H. Ensures and verifies all coaches have the required training before the season starts.
- I. Investigates all complaints.
- J. Is responsible for handing out uniforms to all coaches.
- K. Is responsible for getting back all CYO equipment from the coaches, and turning them over to the Equipment Coordinator.
- L. Notifies coaches of any schedule or practice changes.
- M. Communicates with the PR Person and the President regularly.
- N. Makes sure all coaches call and confirm all home and away games.

SECTION VIII

JUNIOR COORDINATOR-GIRLS (7TH – 8TH GRADE)

Duties

- A. Same duties as the Junior Boys Coordinator.

SECTION IX

PARISH COORDINATOR

- A. A Liaison between our CYO Program and Sacred Heart church.
- B. Coordinates and verifies the Virtus training and background check documents for coaches.
- C. Provides Training sites and dates and info for the Virtus training.
- D. Works with the board to resolve conflicts in the best interest of the parish.
- E. Provides coaching training list to the AD and the parish.
- F. Presents an annual review of the SHC-CYO activities with the president.

SECTION X

Cheerleading Coordinator

Duties

- A. Obtains the sign-up list from the Registration Chairperson and schedules and coordinates the player cheer sessions.
- B. Appoints coaches as per the “Coaches Selection Policy”.
- C. Oversees the organization of the team which shall be approved by the board.
- D. Schedules all games and practices in conjunction with the Gym Time coordinator and concessions coordinator.

SECTION XI

HIGH SCHOOL LIAISON

Duties

- A. Work with President and Board on special projects.

SECTION XII **SUCCESSION PLANNING**

Change of Officers, Committee Chairpersons, or Coordinators

- A. The outgoing officers, committee persons, or coordinators shall turn over all documents, receipts, paperwork, computer discs, or any other possessions that belong to **SHCYOBB** to the incoming officers no later than the scheduled membership meeting in May.
- B. Any failure to do so or comply with these rules of turnover will result in a complaint given to the Board of Directors for possible action against the responsible parties.
- C. Attempt to pre-plan your succession by being a mentor to a potential volunteer who will take your place.

ARTICLE VII **BOARD OF DIRECTORS**

SECTION I

The Board of Directors (also referenced as the "Board" in this document) shall consist of the following:

- A. The elected officers
- B. The appointed committee Chair positions of Registration, equipment, public info, fund raising, and concessions.
- C. The appointed Athletic Director.
- D. The appointed Coordinators for each division (boys and girls) the gym time Coordinator, and Cheerleading coordinator.
- E. The appointed liaisons including parish and high school.

SECTION II

The Board shall approve all Coaches, Assistants, and Team parents recommended by Coordinators.

SECTION III

The Board shall approve all changes in policies and procedures.

SECTION IV

All items brought to the Board to be voted on must be approved by a majority vote.

ARTICLE VIII **COACHES**

SECTION I

Requirements

- A. All Coaches shall be appointed as outlined in Article X
- B. All Coaches must be in good standing with **SHCYOBB**.
- C. All Coaches must sign and abide by the “Coach’s Requirements” form.
- D. All Coaches should “lead by example” especially during games. Excessive verbal abuse to referees, parents and players will not be tolerated. Any violations or complaints shall be reviewed by the board.
- E. All Coaches must attend the “Virtus Training program” as required by the Diocese of Albany, and the Sacred Heart Parish. Coaches must never be “alone” with players.
- F. All Coaches must submit a “back ground” as required by the Diocese of Albany. This form should be sent to the Parish Liaison.
- G. All Coaches must fill out an “Injury Report” if a player is injured in practice or a game. This report must be turned over to the president as soon as possible.
- H. All Coaches must have the parents complete an “Emergency Medical Consent” form, which must be carried by the coach to all games, (home and away) and practices in case of an emergency.
- I. All coaches shall take a “First Aid” course. The course should be completed during your first year, and renewed every three years. The course that SH CYO will offer is good for three years, and shall be paid for by SH CYO. A New York State or Red Cross “First Aid” certification will also be accepted if proof of certification can be shown.
- J. Coaches must complete the CDC Concussion training course during first year of coaching.

ARTICLE IX POLICIES

SECTION I

Player rules and regulations

- A. **SHCYOBB** shall have a “no-cut” policy. Any player who qualifies and is completely registered will be a member of a team, unless there are not enough players to field a team, as outlined in Article X.
- B. If a team does not meet the requirements of Article X, that player may be put on a waiting list, or have his/her registration and/or fundraising money refunded.
- C. All Players will be selected for a team as outlined in the Player Selection Policy.
- D. Every player must sign and abide by the adopted code of conduct. This form will be held by the player’s coach.
- E. Every player shall submit a “Medical Release for” and will be held by the player’s coach.
- F. Every player will get playing time as outlined in the Coaching Requirements form.
- G. Players must attend scheduled practices. If they have an unexcused practice absence, they could sit out the first half of the next scheduled game, as outlined in the Coaching responsibilities form.
- H. Parish functions, especially Faith formation and church services take priority over practices and games.

SECTION II

Fund Raisers

- A. The **SHCYOBB** will hold a raffle ticket fundraiser to help off set operating costs.
 - 1. At the time of registration, every player in grades 3 through 8 will pay \$25 along with the registration fee. When the season starts, each player will receive 25 raffle tickets to sell, and will keep the money. The raffle tickets will be handed in to each coach for the CYO night raffle. (6/15)

2. The raffle will be held on CYO night, which will be at half time of a varsity basketball game. There will be prizes of \$100, \$50 and \$25.
 3. All Hardship cases will return the money received for sold tickets to **SHCYOBB**.
 4. **SHCYOBB** will refund raffle ticket money that is paid up to December 1st. After December 1st, there will be no refunds. Fundraising money that is refunded will be prorated for the amount of unsold raffle tickets.
- B. The board may request additional fundraisers if needed.

SECTION III

Registration

- A. Sacred Heart will set registration fees based on the treasurer's annual report and analysis from the prior year. Current fees can be found on the web site.
- B. Registration Closes on October 1st. Registrations after October 1st will pay a \$35 late registration fee and may be placed on a waiting list and may not be able to participate in the season. (6/15)
- C. **SHCYOBB** will refund registration money that is paid up to December 1st. After December 1st, there will be no refunds made.
- D. **SHCYOBB** will charge a bank fee for any returned checks.
- E. Any person who does not have money to register or pay raffle ticket money will have the opportunity to apply for a "hardship" case. Acceptance of a hardship case will be determined by the 4 Board Officers.

SECTION IV

Admission Fees

- A. An admission fee for games shall be charged when there are referee fees to be paid.
- B. The fees are as follows:
 1. \$5.00 per family, \$2.00 for adults, and \$1.00 for children (K thru 12th grade). There will be no charge for children under 5 years old.
- C. There are no longer any season passes. (6/15)

ARTICLE X COACHING SELECTION

SECTION I

General Guidelines

- A. Each coach must abide by the "Coaches' Responsibility" Policy, and must read and sign the policy. The coordinator shall be responsible turning in signed policy to the Parish Liaison.
- B. A coach reflects the philosophy of SH CYO basketball.
- C. Once a Head Coach is assigned, the Head coach may pick the assistants and team parents, and volunteers, which must be approved by the Board.
- D. If the head coach does not have an assistant to pick, the coordinator shall assign one.
- E. Any violation of the Coaches Requirements will require immediate action by the board. The board's decision on any violation will be final.
- F. If a coach is dismissed for any reason, he/she may re-apply to coach after one year. If the board does not re-instate the coach, he/she may re-apply each year after.
- G. REMEMBER that a coach reflects the philosophy of the Sacred Heart of Castleton's CYO Basketball league.

- H. The Board shall approve all recommendations from the Coordinators regarding coaching and team selection.
- I. If there is a question, which is not covered by this policy, the Coordinators, with consultation with Board, will have final decisions.

SECTION II

Jr. Pee Wees (1st-2nd grade)

- A. The coordinator will make a list of potential coaches.
- B. The coordinator will contact each potential coach and if needed, conduct an interview.
- C. The coordinator will review the number of Children and make recommendation to the board regarding the number of teams and the number of coaches needed.

SECTION III

Pee Wees (3rd – 4th grade)

- A. The coordinator will make a list of potential coaches.
- B. The coordinator will contact each potential coach and if needed, conduct an interview.
- C. The coordinator will review the number of Children and make recommendation to the board regarding the number of teams and the number of coaches needed.

SECTION IV

Biddys (5th – 6th grade)

- A. The coordinator will make a list of potential coaches in conjunction with the team tryouts.
- B. The coordinator will interview each coaching candidate.
- C. After the interviews, the coordinator will determine if a “clear-cut” candidate can be reached by consensus of all coaching candidates.
- D. If a clear-cut candidate cannot be reached, the Coordinator will make a recommendation to the board based on the interviews and try out performances.

SECTION V

Juniors (7th – 8th grade)

- A. The coordinator will work with the Modified Coach, and make a list of potential coaches.
- B. The coordinator will interview each coaching candidate.
- C. After the interviews, with input from the Modified Coach, the coordinator will determine if a “clear-cut” candidate can be reached by consensus of all coaching candidates.
- D. If a clear-cut candidate cannot be reached, the Coordinator will make a recommendation to the board based on the interviews and input from the Modified Coach.

ARTICLE XI **TEAM SELECTION**

SECTION I

General Guidelines

- A. Teams are selected in the best interest of ALL the children.
- B. Gym time availability should be considered when determining team roster sizes.
- C. Larger teams mean fewer teams, hence, more gym time
- D. Smaller teams mean more teams, hence less gym time.

- E. Each team must have at least 8 players on a team.
- F. If there are less than 8 players, they will be put on a waiting list, or may elect to have their money and/or fundraising money refunded.
- G. We will try to accommodate requests from parents regarding placing children with other children for certain situations, especially for the younger teams. (Travel accommodations, relatives, babysitters or anything else the board may deem appropriate.) This will not apply to "A" teams.
- H. If there is a question that is not covered by this policy, the coordinators, with consultation with the Board, will have final decisions.
- I. Coordinators will be responsible for managing the player evaluation sessions for their division, and establishing a list of potential coaches and assistant coaches to assist with the evaluation.

Coordinators will make recommendations to the board for each level how

- J. The teams are going to be arranged.
- K. The Board shall approve all recommendations from the Coordinators on the team selections.
- L. Players MUST play at their grade level.

SECTION II

Jr. Pee Wee (1st and 2nd grades)

- A. The coordinator will select a group of potential coaches and/or board members to manage each player evaluation session.
- B. Players are "divided" onto teams of equal strength. The coordinator will monitor the teams to ensure each team is of equal strength.
- C. There should be 8 to 10 players per team.

SECTION III

Pee Wee (3rd and 4th grades)

- A. The coordinator will select a group of potential coaches and/or board members to manage each player evaluation session.
- B. Players are "divided" onto teams of equal strength. The coordinator will monitor the teams to ensure each team is of equal strength.
- C. Depending on individual numbers in each grade, teams may be formed for each grade level instead of combining grades. This must be approved by the Board.
- D. Suggested number of players and teams:
8-15-1 team
16-24-2 teams
25-36- 3 teams
37 or more -4 teams
- E. The number of players on each team will also **depend on the available gym time.**
- F. Larger teams will have first preference with regards to prime practice space.

SECTION IV

Biddy (5th and 6th grades)

- A. The coordinator in consultation with the Board members and potential coaches will present a plan for his/her selection of teams and competitive bracket level. Included in the recommendation must be the following:

1. The number of teams and number of players per team.
 2. Bracket level for each team and the grade composition of the players on each team.
 3. The coordinator will select a group of potential coaches and/or board members to manage each player evaluation session.
 4. A player evaluation form may be used by the Coordinator to measure the skill level of each player.
 5. Each person selected to manage each player evaluation session will complete a player evaluation form if one is used.
 6. Upon completion of the final player evaluation session, the coordinator will meet with all player evaluation session managers and assign a skill ranking for each player. The skill ranking will be determined by the majority opinion of the player evaluation session managers. The coordinator will have the final decision on the skill rankings of players.
 7. If there is an "A" team established for the boys and/or girls, the team will consist of the top 10-12 players with the highest skill rankings as determined from by the player evaluation as outlined above. This team may opt to play at the "B" level
- B. **Possible Options** for Composition and Bracket level placement of Teams
1. If possible one A or B team - composed of the best 10 to 12 players regardless of grade level, and the remaining players divided into equal teams.
-or-
 2. If no A or B selected - All players divided into equal teams.
-or-
 3. A team of all fifth graders - and the remaining players divided into equal teams.
-or-
 4. Coordinator presents plan to Board members as stated in letter "A" immediately above. The Board of Directors will have final say in this matter.

SECTION V

Juniors (7th and 8th grade)

- A. The coordinator in consultation with the Board members and potential coaches will present a plan for his/her selection of teams and competitive bracket level. Included in the recommendation must be the following:
 1. The number of teams and number of players per team.
 2. Bracket level for each team and the grade composition of the players on each team.
- B. The coordinator will select a group of potential coaches and/or board members to manage each player evaluation session if needed.
- C. The "A" team(s) will normally be established from the Middle School Modified Teams. This is done due to lack of gym space and practice time. SHCYOBB "A" teams do NOT necessarily correlate directly to a Troy District CYO Center "A" division team. Placement will be determined by recommendations of coaches and Board members based on previous team record reviews and player evaluation sessions. This team may select to play at the "B" level.
- D. If the coordinator and coaches believe that the SHCYOBB "A" team should NOT consist of the players on MHMS "Modified" team the coordinator and coaches must present their plan to the Board members. The Board of Directors will have final say in this matter.
- E. If a majority of the players on the SHCYOBB "A" team are also on the MHMS modified team, that team will NOT be assigned a practice time because those players practice on a daily basis with the school team.
- F. A "D" team may be established, but must consist of 7th graders only. (CYO Rules)
- G. Modified "Practice" players will normally NOT play on the "A" team.

- H. Players on a JV team are NOT allowed to participate in SHCYOBB program.

SECTION VI

Practice Games and Scrimmaging

- A. Coordinators and Coaches may schedule practice games and/or scrimmages with their regular CYO roster team.
- B. Coaches are responsible for any fees.
- C. Coaches, players and parents will abide by Sacred Hearts Rules and Regulations.

SECTION VII

Travel/Tournament Teams

- A. Travel/Tournament teams may use our jerseys and our name; and they will be governed by Sacred Heart's rules and regulations.
- B. Travel/Tournament teams must consist of players currently registered in the Sacred Heart CYO basketball program.
- C. Travel/Tournament teams may be established from the pool of players at a particular grade level or Division level (3/4, 5/6, 7/8) for outside competition. Coordinators and Coaches **MUST** submit a plan to the Board members.
- D. Travel/Tournament teams will not be assigned any practice time. If there is free gym time and no other **SHCYOBB** team wants it, the Gym Time coordinator may give some time to a travel/tournament team. If this occurs, it will be on a "one time" basis.
- E. Coaches are responsible for travel/tournament teams, and must keep the Board advised on all aspects of the team.
- F. If any problems occur on a travel/tournament team, the travel/tournament team's head coach will be responsible, and must advise the Board.
- G. Games of Travel/Tournament teams **must** not interfere or take precedence over regular scheduled SHCYOBB practices and games.
- H. Players may play "up" for a tournament. Players may not play "down" for a tournament. Meaning an "A" player CANNOT play with a "C" team, but a "C" player MAY play with an "A" team.
- I. Travel/Tournament teams are responsible for any fees.
- J. The Head coach creating a travel/tournament team will discuss with each "player's" current coach, that he/she wishes to involve their "player" in his/her, travel/tournament team. This must be done prior to the "players" participation with the travel/tournament team.
- K. The Board must approve these teams and will have final say.

SECTION VIII

Playoffs

- A. If a **SHCYOBB** team makes the Troy CYO playoffs, **SHCYOBB** will pay for all applicable fees.
- B. Coaches, players and parents will abide by Sacred Hearts Rules and Regulations.

ARTICLE XII

PLAYER'S CODE OF CONDUCT

SECTION I

General Guidelines

The Sacred Heart CYO is committed to providing an enjoyable, educational basketball experience for the players involved in it. Sacred Heart CYO basketball players are expected to conduct themselves in a manner which shows good sportsmanship, teamwork, team spirit, and responsibility. In addition, playing basketball for Sacred Heart CYO should be considered a privilege, and should be secondary to other activities like school, education, religion education, and community life.

Behavior that is detrimental to the team, the coach (es), the parents, and Sacred Heart CYO will not be tolerated. Such behaviors include, but are not limited to: poor sportsmanship, Technical fouls, fighting, swearing, insubordination, and destruction of property. Serious infractions will result in the player or players involved being dismissed from the team. In addition, each player should maintain good grades and exhibit good behavior in school.

While individual coaches and teams may have their own set of rules, some general rules apply to all players involved in Sacred Heart CYO.

- A. All Players must read and sign the Player's Code of Conduct Appendix B, and returned to the team coach.

SECTION 2 **PARENTS CODE OF CONDUCT**

- A. Parents and/or guardians must read and sign the Parents Code of Conduct as outlined in Appendix C. All signs forms will be held by the Team coach.

ARTICLE XIII **COACHING RESPONSIBILITIES**

SECTION I

General Rules are listed below. All coaches must read and sign Appendix D and give to the level coordinator.

- A. Encourage all players to attend practice. Players could sit the first half of the next scheduled game for missing practices without letting the coach know. **MAKE SURE THIS IS COMMUNICATED TO PARENTS!**
- B. During practices and games, we are to use the gym, bathrooms and locker rooms **ONLY!** There is to be no persons using any other part of the school.
- C. When at CES, there is to be nobody on the stage at any time! Please monitor kids in the hallway at CES and the MHMS. Kids are not to be running around unsupervised!
- D. Keep your parents informed on your practice routines, and keep them advised on games and game locations. **YOU MUST KEEP AN OPEN COMMUNICATION LINE WITH THE PARENTS.**
- E. You are responsible for handing out and collecting the "Code of Conduct" sheet, and the raffle tickets for CYO Night.
- F. Have a "Practice Plan". We all want to be competitive, but remember we are here to teach fundamentals, and to have FUN.
- G. It would be a good idea to establish a Team Mom, or Dad to help with phone calls and to help control the players when on the bench.
- H. Coaches are to cooperate with other coaches. Coaches will be expected to referee other games when not coaching, and to assist with all aspects of games and practices.
- I. All problems should be handled through the "chain of command" Coach, Coordinator, CYO Board, President.
- J. All coaches should attend monthly CYO Board Meetings.

- K. Coaches should call opposing team coaches to confirm all games, both home and away.
- L. All Gym time must be coordinated through the “Gym Time” Coordinator.
- M. Coordinators should be advised of ALL complaints. All complaints will be handled through the “chain of command”
- N. If a complaint reaches the Board, the Board will make the final decision on the outcome of the complaint.
- O. Any action taken by a coach (Technical fouls, playing time violations, handling of players, etc) may be reviewed by the board at any time.
- P. A Coach should never be left alone with any one player at any time.

SECTION II

Uniforms

- A. The coach is responsible for handing out uniforms, and most importantly to COLLECT them at the end of the year. They are expensive and difficult to replace.
- B. Uniforms should be worn for games or practices only!
- C. Explain that it is the parent’s responsibility to maintain uniforms. (Wash)

SECTION III

Playing Time

- A. 1ST AND 2ND GRADE LEVEL: All players shall play equal time.
- B. 3rd AND 4th GRADE LEVEL: All Player shall play equal time during intersquad games. When playing outside games, Every Player must play at least one half (we encourage more) unless they have an unexcused practice absence, or have disciplinary problems. If you do not have a full roster at a game, then all eligible players must get extra playing time.
- C. 5th, 6th, 7th and 8th GRADE LEVEL: Every Player must play at least one quarter (we encourage more) unless they have an unexcused practice absence, or have disciplinary problems. If you do not have a full roster at a game, then all eligible players must get extra playing time.

SECTION IV

Games

- A. If we have concessions, it will be the coaches’ responsibility to assign parents to handle any concession needs, and to coordinate them with the concession coordinator. **Children will NOT run the Concession Stand!!**
- B. We are playing games to become better basketball players first. Winning should be secondary. This must also be communicated to parent.
- C. Any player or coach being unsportsmanlike to referees, other players or anyone else should sit immediately. Any further incidents will be subjected to dismissal!
- D. Coaches are responsible for providing persons to handle the scorebook, scoreboard and clock, and picking up around BOTH benches after a game or practice.
- E. Coaches are responsible for calling teams before any home or away games to confirm times and locations.

ARTICLE XIV

AMENDMENTS OF THE BY-LAWS

SECTION I

Motion to amend the By-Laws will be accepted from the floor at any regular membership meeting during new business, from members in good standing.

SECTION II

The accepted motion (s) will be given to the Board of Directors for investigation. The Board will report back their findings at the next regular membership meeting under old business.

SECTION III

The Motion (s), once it has been proposed, investigated and explained by the Board, MUST be voted upon immediately after its explanation.

SECTION IV

A two-thirds vote of members in good standing will be needed to pass the amendment.

SECTION V

Amendment will become effective that date, if passed, as recommended and voted upon.

The Sacred Heart of Castleton CYO Board reserves the right to change this policy for the best interest of the children at any time. (Last revised 06/18/08)

ARTICLE XV

ACCEPTANCE OF CONSTITUTION & BY-LAWS

Acceptance of the aforementioned Constitution and By-Laws was enacted by the **SHCYOBB** at the meeting of the General membership at _____ by a majority vote and a copy duly filed with Troy District CYO Center on _____.

The following members were in attendance at the aforementioned meeting, and are attesting to the fact that this document was duly passed:

APPENDIX A

SACRED HEART OF CASTLETON CYO BASKETBALL
PO BOX 32, CASTLETON NY 12033

INITIAL INJURY OR INCIDENT REPORT

PLAYER'S NAME _____ DATE OF BIRTH _____

ADDRESS _____

STATE _____ ZIP CODE _____ PHONE # _____

LEVEL OF PLAY & TEAM _____

DATE, TIME, & PLACE OF INCIDENT _____

HEAD COACH _____ ASSISTANT COACH _____

WITNESSES (IF ANY) _____

TYPE OF INJURY _____

DESCRIBE HOW INCIDENT OR INJURY OCCURRED _____

ACTION TAKEN: (ICE PACK, BANDAGES, HOSPITAL, ECT.) _____

SIGNATURE OF PERSON MAKING REPORT DATE PHONE #

REVIEWED BY TITLE PHONE #

APPENDIX B

SACRED HEART OF CASTLETON CYO BASKETBALL

Players' Code of Conduct

The Sacred Heart CYO is committed to providing an enjoyable, educational basketball experience for the players involved in it. Sacred Heart CYO basketball players are expected to conduct themselves in a manner which shows good sportsmanship, teamwork, team spirit, and responsibility. In addition, playing basketball for Sacred Heart CYO should be considered a privilege, and should be secondary to other activities like school, education, religion education, and community life.

Behavior that is detrimental to the team, the coach (es), the parents, and Sacred Heart CYO will not be tolerated. Such behaviors include, but are not limited to: poor sportsmanship, fighting, swearing, insubordination, and destruction of property. Serious infractions will result in the player or players involved being dismissed from the team. In addition, each player should maintain good grades and exhibit good behavior in school.

While individual coaches and teams may have their own set of rules, some general rules apply to all players involved in Sacred Heart CYO.

- Players are expected to have all the necessary equipment for practices and games, and dress appropriately for both.
- Players are expected to be on time for all practices and games. An unexcused absence from a practice or a game could result in the player sitting out one half of the next game.
- Players who disrupt practice in any manner will be removed from practice immediately. A player who has been removed from three (3) practices will be dismissed from the team.
- Players who are ejected from a game are ineligible for the next game. Any player ejected from games twice during the season will be dismissed from the team.

****Sacred Heart CYO will not refund registration money for those players who are dismissed from a team.**

Players are responsible for the proper maintenance of issued uniforms

I have read, understand and will abide by the Sacred Heart CYO code of Conduct.

Date

Coach

Team

Player's Signature

Parent's Signature

Player's Name Printed

Parent's Name Printed

APPENDIX C

SACRED HEART OF CASTLETON CYO BASKETBALL

MISSION STATEMENT

Sacred Heart of Castleton CYO Basketball is committed to providing an enjoyable and educational basketball experience for all players involved. The goal of Sacred Heart CYO Basketball is to afford every child in the Schodack School District the opportunity to play basketball. We strive to give the correct atmosphere and encouragement, so that all the children can learn and understand the fundamentals of the game. We emphasize a fun, but structured environment that allows our children the opportunity to succeed. We give each child the opportunity to learn the life lessons that athletics can teach. These include fair play, good sportsmanship and a strong work ethic. The athletes are encouraged to have fun, play hard and learn something every time they step on the basketball court.

PARENTS CODE OF CONDUCT

CYO Basketball is supposed to be fun for both players and parents. Sacred Heart CYO Basketball wants to promote fair play and respect for all participants. It is expected that all parents read and understand the "Parent's code of conduct," and lead by example.

1. I will not force my child to participate in CYO Basketball. I will try to make it FUN!
2. I will encourage my child to play by the rules and to resolve conflicts without hostility.
3. I will remember that children participate to have fun and that the game is for the children, not for the parents. **The car ride home is one of the top 3 reasons kids quit youth sports.**
4. I will learn the rules of basketball, and the policies of Sacred Heart of Castleton CYO BB.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy to all participants.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game. I will make my child feel like a winner every time by offering praise for competing fairly and playing hard.
8. I will never ridicule or yell at my child or any other participant for making a mistake or losing a game.
9. I will respect the officials and their authority during games, and will never question, discuss, or confront coaches after a game.
10. If I need to discuss an issue with a coach, I will do it in a private setting, at his or her convenience.
11. I will leave the coaching to the coaching staff. I will not yell instructions from the spectator area.
12. I will emphasize skill development and practices and how they benefit young athletes.
13. I will emphasize school work and that being an athlete is secondary to school.
14. I will volunteer my services as needed, especially at home games and work the concession stand as required by the coach.
15. I will make sure my child is properly equipped (dressed) for practices and games.
16. I will be responsible for my child's uniform.

I have read and understand the above Code of Conduct for Parents. I agree to abide by its guidelines at all SH CYO functions. I understand that if I do not follow this Code of Conduct, I may be asked to leave the building, or I may be asked to withdraw my child from the league.

PLAYER'S NAME _____

PARENT NAME _____ DATE _____

PARENT SIGNATURE _____

APPENDIX D

SACRED HEART OF CASTLETON CYO BASKETBALL

COACHES RESPONSIBILITIES

- Encourage all players to attend practice. Players could sit the first half of the next scheduled game for missing practices without letting the coach know. **MAKE SURE THIS IS COMMUNICATED TO PARENTS!**
- During practices and games, we are to use the gym, bathrooms and locker rooms **ONLY!** There is to be no persons using any other part of the school.
- When at CES, there is to be nobody on the stage at any time! Please monitor kids in the hallway at CES and the MS. Kids are not to be running around unsupervised!
- Keep your parents informed on your practice routines, and keep them advised on games and game locations. **YOU MUST KEEP AN OPEN COMMUNICATION LINE WITH THE PARENTS.**
- You are responsible for handing out and collecting the “Code of Conduct” sheet and the raffle tickets for CYO Night.
- Have a “Practice Plan”. We all want to be competitive, but remember we are here to teach fundamentals, and to have FUN.
- It would be a good idea to establish a Team Mom, or Dad to help with phone calls and to help control the players when on the bench.
- Coaches are to cooperate with other coaches. Coaches will be expected to referee other games when not coaching, and to assist with all aspects of games and practices.
- All problems should be handled through the “chain of command” Coach, Coordinator, CYO Board, President.
- All coaches should attend monthly CYO Board Meetings.
- Coaches should call opposing team coaches to confirm all games, both home and away.
- All Gym time must be coordinated through the “Gym Time” Coordinator: Seth Hendrick 732-2943
- Coordinators should be advised of ALL complaints. All complaints will be handled through the “chain of command”
- If a complaint reaches the Board, the Board will make the final decision on the outcome of the complaint.

UNIFORMS

- The coach is responsible for handing out uniforms, and most importantly to **COLLECT** them at the end of the year. They are expensive and difficult to replace.
- Uniforms should be worn for games or practices only!
- Explain that it is the parent’s responsibility to maintain uniforms. (Wash)

PLAYING TIME

- **1ST AND 2ND GRADE LEVEL:** All players shall play equal time.
- **3rd AND 4th GRADE LEVEL:** All Players shall play equal time during intersquad games. When playing outside games Every Player must play at least one half (we encourage more) unless they have an unexcused practice absence, or have disciplinary problems. If you do not have a full roster at a game, then all eligible players must get extra playing time.
- **5th, 6th, 7th and 8th GRADE LEVEL:** Every Player must play at least one quarter (we encourage more) unless they have an unexcused practice absence, or have disciplinary problems. If you do not have a full roster at a game, then all eligible players must get extra playing time.

GAMES

- If we have concessions, it will be the coaches’ responsibility to assign parents to handle any concession needs, and to coordinate them the concession coordinator. **Children will NOT run the Concession Stand!!**
- We are playing games to become better basketball players first. Winning should be secondary. This must also be communicated to parent.
- Any player or coach being unsportsmanlike to referees, other players or anyone else should sit immediately. Any further incidents will be subjected to dismissal!
- Coaches are responsible for providing persons to handle the scorebook, scoreboard and clock, and picking up around **BOTH** benches after a game or practice.
- Coaches are responsible for calling teams before any home or away games to confirm times and locations.

I HAVE READ AND UNDERSTAND THE “COACHES REQUIREMENTS” FOR SACRED HEART OF CASTLETON CYO BASKETBALL.

COACH _____ SIGNED _____ DATE _____

TEAM _____

APPENDIX E

SACRED HEART OF CASTLETON CYO BASKETBALL

Emergency Medical Consent Form

In my absence, the Sacred Heart CYO Basketball League or its agents are authorized to obtain medical care as deemed necessary for the safety and well being of my child. Individual health and accident insurance or coverage is the responsibility of the parent or guardian.

Child's Name

Parent/Guardian Signature
