

Archdiocese of Milwaukee CYM Volleyball League

2016 Handbook

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Introduction

CYM Sports in the Archdiocese of Milwaukee has a long and rich history. For many years it has provided an opportunity for thousands of young men and women to participate in basketball, volleyball and at one time, softball. Today, the Archdiocese of Milwaukee continues that tradition and hopes it will continue in the years to come.

It is the longtime philosophy that “Catholic School and parish athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but serve as role models of Christian living. The true goals of the athletic competition are sportsmanship, leadership, and team play that develop physical skills. The church is working diligently to protect our children and youth against exploitation by overzealous adults who wish to transform an activity of “enjoyment” into an area of “professionalism.” The “win at all cost” philosophy will not be tolerated. Over-working the participants in practice not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well.”

“The Catholic Schools and parish sports programs call for responsible control and limitation of time and energy expended on extracurricular activities. This purpose imposes on the administrators and directors of Catholic schools and parishes the obligation to select and prepare adults who will fit the needs as role models for our youth.” (Policy #6145.2a)

Athletics in the Archdiocese of Milwaukee should provide:

- A learning experience.
- A positive base for Christian development.
- An understanding of competition, emphasizing sportsmanship and teamwork.
- An opportunity for all participants to develop and share knowledge and skills appropriate to their level.

Contact Information

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Structure of the League

CYM Volleyball Oversight Committee

In accordance with league by-laws, the CYM Volleyball League shall:

- a. Consist of the following trustees: Chairperson, Secretary, and Treasurer. These officials will be elected by the Oversight Committee and serve for staggered terms of two-years.
- b. The Oversight Committee will consist of not less than three (3) voting members and not more than six (6) voting members. No more than one (1) member per parish will be voting members of the committee. A representative of the Archdiocese of Milwaukee will serve as a non-voting member of the oversight committee.

The Oversight Committee will establish specific rules and procedures for the CYM Volleyball League; resolve disputes not currently covered by league rules; and administer the league.

Volleyball League Director

The League Director is responsible for the day-to-day operations of the CYM Volleyball league and coordinates the registration process, athletic facilities, scheduling (regular season and tournament), standings, officiating, advertising, tournament, CYM Coed Volleyball website, and other miscellaneous aspects of the league. The director will maintain and keep all the various forms used in the CYM Coed Volleyball League. The director works under the direction of the Oversight Committee to ensure the quality of the program and a safe environment for all participants. The Director may be a paid position on the Oversight Committee and the pay amount will be decided by the Oversight Committee. This position is a voting member of the League Oversight Committee.

Volleyball League Secretary

The League Secretary is responsible for taking minutes at all Oversight Committee meetings. They will publish the minutes in a document and email it to all Oversight Committee members. They are also responsible for setting up the time, day, and location of all Oversight Committee meetings and communicating that information to all committee members. This position sets up the day, time, and location of the annual coaches meeting in October and communicates that information to all known league coaches and CYM Coordinators. This position will also provide support at our season ending tournament and the Secretary has the right to vote on all Oversight Committee issues.

Volleyball League Treasurer

The League Treasurer is responsible for paying all bills required to run our league such as paying the referees, purchase of various awards for the tournaments, and paying the League Director his or her annual fee. The Treasurer maintains the check book and is responsible for making sure it is in balance with the monthly bank statements. The Treasurer also provides the Oversight Committee with an annual financial statement showing all the debits and credits from the past season. In addition the Treasurer will provide the Oversight Committee with a projected budget for next season with suggestions on what needs to be done to avoid budget deficits. The Treasurer will also provide any financial documents required by the Archdiocese.

In addition to treasury duties this position will keep track of week attendance and provide support during our tournament. One final task of this position is to schedule all the referees for all regular season and tournament matches.

The Treasurer may be a paid position on the Oversight Committee and the pay amount will be decided by the Oversight Committee. This position has the right to vote on all Oversight Committee issues.

Volleyball Head Referee

The League Head Referee is responsible for making sure all our league rules are carried out by the various referees hired to referee every season. The Head Referee will organize and lead the referee meetings and attend the Oversight Committee meetings to answer any questions about the league and WIAA Volleyball Rules. This person will lead any coaches clinics created to help coaches understand the rules. This position has the right to vote on all Oversight Committee issues.

Volleyball Tournament Representative

The League Tournament Representative main responsibilities are associated with the after season tournament. This person will seek a sponsor before the next season starts that is willing to cover the cost of tournament t-shirts in exchange for advertising on the t-shirts. They will create multiple t-shirt designs for the final four t-shirt and the champion t-shirt and get final approval from the Oversight Committee. They will be responsible to order t-shirts and make sure they are either delivered or brought to the tournament gym, on the final day of the tournament. They will also handle any reordering and distribution of t-shirts if we run out of t-shirts in a specific size. In addition to tournament tasks this person is responsible for making sure all our coaches have attended a Safeguarding All of God's Family class. This position has the right to vote on all Oversight Committee issues.

Volleyball Registration Representative

The main task of this position is to receive and process all the registration forms from all the CYM Coed Volleyball teams. The player and coaches forms will need to be checked over for missing forms and missing signatures from coaches, players, and religious education directors. They will keep the rosters updated during the season as new players are added to the various rosters. They will provide the person doing attendance with rosters from all the teams so the attendance person knows when illegal players have signed the attendance sheets. This position also updates the CYM List of Coaches (phone numbers and email addresses) and provides a copy for all Oversight Committee members. All forms will need to be filed in binders by team for future reference. In addition to registration this position will provide support at the season ending tournament. This position has the right to vote on all Oversight Committee issues.

Parishes

CYM Volleyball is implemented at the parish level. Parishes within the Archdiocese may establish sports programs for young people within the parish. In order to participate in the league, a team must be affiliated with a parish.

Coaches & Assistant Coaches

Coaches are essentially ministers to youth specifically in the area of athletics. CYM Coaches have the responsibility to ensure that competition remains safe, appropriate, and friendly based on genuine, Christian sportsmanship. Coaches are responsible for knowing and following the rules of the league. They are to conduct themselves in a Christ-like manner that will reflect positively on the parish they represent. They are responsible for the conduct of their players and fans at practices and games. Coaches are reminded that they are to teach and guide the team with a sense of fair play and demonstrate respect for all involved in CYM Volleyball.

Other Adults (Parents and Spectators)

Parents of participants in CYM volleyball have an important role to play in insuring a healthy, safe and quality experience for young people. Working together is important to a positive family experience. Attendance at practices, games, and tournaments sends a message of support and encouragement. Parental conduct at those events involves modeling good sportsmanship, kindness to all players and fans, respect for all, and appropriate encouragement of all players. Demeaning behavior or verbal insults towards individuals or teams violates the spirit of CYM sports and will not be tolerated.

Archdiocese of Milwaukee Youth Ministry

The Archdiocese of Milwaukee Office of Catechesis & Youth Ministry provides guidelines and support for youth ministry in parishes. As part of this mission, it facilitates the quality and safety of the CYM Sports Programs, and insures that they comply with archdiocesan policies and CYM philosophy. The office supports the work of the Oversight Committee, but it is NOT the appellate process for disputes involved in CYM sports. A representative of the Archdiocese serves as a non-voting member of the Oversight Committee.

Policies and Regulations for Athletics

CYM Volleyball adheres to Archdiocesan policies. In the event an issue related to CYM Volleyball is not detailed in this handbook, the League Chairperson should be contacted and in collaboration with the Executive Committee provide clarification. This publication supersedes all previous CYM Volleyball Handbooks.

Alcohol/Drug/Tobacco Policy

Archdiocesan Policy # 4116.4(a) states “Adults may not use or supply alcohol or illegal drugs, when working with minors. No possession or use of these substances by minors will be tolerated.” In addition, alcoholic beverages/illegal drugs are not permitted at CYM facilities before, during or after CYM games and events. Coaches or other personnel under the influence are to be barred from CYM activities. The use of tobacco by coaches and referees in the gym while the games are being played is not permitted. Players are not permitted the use of alcohol, illegal drugs or tobacco at any time. One warning will be issued in the case of tobacco, and then the player will be suspended from the game. The League Director will see that the above rules are enforced. Violations may result in suspension from the league.

Code of Conduct for Youth & Coaches

All youth participants and coaches are required to sign a Code of Conduct indicating their understanding of appropriate and inappropriate behavior. Violations of this Code of Conduct may result in suspension from the league.

Medical Insurance & Medical Release Forms

Players **should** have health insurance; parishes, schools and the archdiocese do not provide such insurance. Participants should submit insurance information on the required Medical Release Form. **Players that do not have health insurance need to fill out the form for players without insurance.** Coaches and Assistant coaches should have copies of all medical release information at and en route to practices and games. Efforts must be made to maintain the privacy of player’s medical information.

Participation in CYM Volleyball

The CYM Volleyball league is a parish-based league. A parish-based team is composed of youth enrolled in the religious education/youth ministry program or in Catholic High School.

A parish team is composed of parish members. However, in the rare event that parishes need to combine with other parishes, the following rules will apply in this order:

1. Parishes that have a need to cluster **MUST** put that request in writing and submit the request to the League Director by **October 1st**. Once the request has been approved by the leagues Oversight Committee, the team will be allowed to participate in the CYM volleyball league.

Parishes that form clusters forfeit the right to have any non-parishioners on ALL parish teams. This rule applies to ALL teams from ALL parishes involved.

An individual's participation in a parish-based team requires:

- a. The parents/guardian must be registered members of the parish/school;
- b. The student must:
 1. Attend parish religious education classes or youth ministry activities regularly, or
 2. Attend a Catholic High School.

All players must be actively enrolled in grades 9-12 to be eligible to play.

Players living at home must play for the parish at which their parents are registered members unless that parish doesn't participate in CYM Volleyball. Players must receive eligibility before being allowed to play on a team from another parish. To receive eligibility, the player must receive a written statement from the parish coach of which the parent(s) are members. Parish members need written permission from the CYM Coordinator to play on teams from a different parish if their parish has a CYM Volleyball Team. Parish members that belong to a parish that doesn't have a CYM Volleyball Team may play on any other parish team without written permission. Complete paperwork must be submitted to the League Director before participating in any game

A player who has participated as a non-parish member on a team in a previous season will not automatically be eligible for the upcoming season. A player must renew

his/her eligibility following the procedures indicated above. Obtaining permission to play is the responsibility of the player.

Two Non-parishioners are allowed on a team. Regardless, non parishioners must have all forms filled out to participate.

The following players are examples of Non-parishioners:

- 1) Any player that is not Catholic. Players that are considered Non-parishioners can belong to any church.
- 2) Any player that is Catholic but **is not** enrolled in their parish **Religious Ed** program (**seniors** are an exception).

Coaches are responsible for verification of their own team's eligibility and checking the verification forms before they are sent to the League Director. Teams playing an ineligible player are disqualified from tournament play, forfeit all games in which the ineligible player played and will forfeit any trophies and or banners and refunds for the season games and tournament.

Practice

Archdiocesan policy states that:

- a. There is to be NO practice or competition without competent adult supervision. An adult is a person who is 21 years of age or older. The rule of "two" outlined in the section titled *Supervision of Minors* should be honored.
- b. There is to be NO practice or competition during the hours the involved student's school, religious education or youth ministry activities are in session.
- c. No sanctioned or organized athletic activities, including league or tournament games, practices, tryouts or scrimmages, involving school or parish teams, may take place on Sundays before 12:00 Noon.
- d. **The CYM Coed Volleyball League Season is from October 1st to December 31st so teams can start practicing October 1st.**

Transportation of Minors

Whenever possible, coaches and assistant coaches are **strongly discouraged** from transporting minors (other than their own children) to and from games, practices and CYM events. In the event that a coach or assistant coach chooses to transport minors (other than their own children), the following conditions must be met for parish employees and/or volunteers who use their own vehicle for parish business.

1. A privately owned 10-15 passenger van may not be used to transport school-aged children (K-12th grade) for school, athletic or RE activities.
2. The driver must be 21 years of age or older.
3. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
4. The vehicle must have a valid registration.
5. The vehicle must have a valid state inspection sticker, if required.
6. The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.

A Driver Information Form should be completed for each driver. The parish is responsible for verifying the driving record of adult drivers in the CYM Sports program. Parishes/Schools should complete the Request for Driver's Record Check Form 6153 (e) and submit it to Catholic Mutual Group for any frequent drivers. Catholic Mutual will obtain the driver record from the Wisconsin Department of Motor Vehicles and make a determination on acceptable drivers.

Safety Considerations for Coaches

The safety and care for young people is integral to the philosophy of CYM Sports. Coaches should be aware of the following archdiocesan policies and procedures that govern youth participation at team practices, games and tournaments.

Safe Environment

In compliance with the Archdiocesan *Protecting God's Children* Safe Environment program, **ALL Coaches and Assistant Coaches MUST** have participated in the *Protecting God's Children* Safe Environment training **before the start of the season**. Contact your parish for details or contact the Archdiocese of Milwaukee. Coaches only need to attend one time to fulfill this requirement.

All parish/school personnel who have on-going contact with minors, whether paid employees or volunteers, shall be cleared through a criminal background check, a reference check, and be approved by a member of the professional parish staff prior to the beginning of their work with minors. They will read the Code of Ethical Standards and Mandatory Reporting Requirements and sign the required acknowledgement statement.

Archdiocesan policies related to criminal background checks are the responsibility of the pastor/parish administrator/DRE or youth ministry coordinator. State law requires all coaches and athletic personnel have an initial criminal background check and a subsequent review every four years.

Any allegations of sexual misconduct which arise on parish, school, or Archdiocesan sponsored events for minors should be taken seriously and reported first to the appropriate civil authorities and then the Director of the Archdiocesan Response to Sexual Abuse.

Supervision of Minors

- When involved in parish/school events, minors must be supervised at all times. Only responsible adults, age 21 or older, shall be allowed to function in an independent supervisory capacity with minors in any parish/school program. Adults between the ages of 18-21 may assist in the supervision of minors when in a joint relationship with an adult supervisor over the age of 21. Minors under the age of 18 may assist with activities involving other minors, but shall not have supervisory responsibilities. In addition, all such personnel shall have appropriate skills, qualifications, training and orientation to supervise minors.
- There is to be no practice or competition without **two** competent adult's supervision. An adult is a person who is 21 years of age. At least 2 adults should be present during practices or competition. A coach or adult supervisor may not leave the facility until all minors under their supervision have departed or their supervision has been transferred to a parent or other responsible adult.
- Adults need to be aware of their own and the minor's vulnerability when working with minors. For the safety of coaches, adults are discouraged from being alone with a young person in any situation. This includes locker rooms, gyms, cars, before or after practice and games, etc. Do not place yourself in the position of having to answer to suspicion or false allegations of misconduct. In every instance, a team approach should be considered. Most activities should involve the "rule of two;" that is, two adults and two youth as a minimum participation in an activity.
- Physical contact with minors can be misconstrued by both minors and other adults, and should occur only under appropriate public circumstances. One-on-one interactions between an adult and a minor should always occur in a public environment and with the knowledge of another adult supervisor. No one-on-one counseling, spiritual direction, etc. should occur in a supervisor or minor's personal living quarters.
- Adults may not provide any sexually explicit, inappropriate, or offensive material to minors. Possession or use of these types of materials by minors will not be tolerated.

- Coaches are responsible for maintaining accurate paperwork for each player. Medical Release/Liability Waivers and Player Code of Conduct Forms **MUST** be in the possession of the coach at each practice and game.
- Coaches are **strongly encouraged** to make sure that appropriate first aid supplies and other medical equipment are available at all practices and games. Do not assume that the school or parish will have supplies readily available.
- Coaches are responsible for making sure any spilled blood is cleaned up properly. For specific instructions and procedures, contact the host parish for training on dealing with blood borne pathogens.
- If a phone is not available at the gymnasium, a coach should bring a cell phone to practices and games.

Grievance Procedures

Protests of Current Rules:

Protests regarding situations covered by the current league rules will not be considered by the Oversight Committee. A recommendation may be made to the Oversight Committee using the process indicated below. **Recommendations for action on current rules will be considered by the Oversight Committee within two weeks of receiving the suggestion.**

Protests in a Game:

As specified in the rules, there will be **NO PROTESTS – THE OFFICIAL’S CALL WILL STAND.**

Procedure for Situations NOT Covered by Current Rules

In the event that a situation arises that is not covered by the rules currently in place, the following process has been developed:

1. Detail your grievance in writing and send it to:
Larry Bahl
W208 S10510 Karen Court North
Muskego, WI 53150

Include the following information:

- The nature of the problem
 - Recommendations for action
 - Contact information for any parties involved in the matter
2. Upon receipt of a written grievance, a member of the **Oversight** Committee will contact the involved parties to review the matter in further detail.
 3. The **Oversight** Committee will discuss the matter by **email, phone or in person** and make a decision regarding action. The decision of the **Oversight** Committee is final.

Recommendation for Action

Recognizing that occasionally current rules, policies and procedures no longer meet the needs of the organization, the following procedure has been developed to respond to those changing needs.

1. Complete the Recommendation for Action form found on the last page in this handbook.
2. Send the completed form to the League Chairperson:
Larry Bahl
W208 S10510 Karen Court North
Muskego, WI 53005
3. A member of the Oversight Committee will contact the person submitting the recommendation for action to gather any additional information needed.
4. The Oversight Committee will convene to review all recommendations **at the conclusion of the current season.**
5. There must be a majority of the Oversight Committee present in order to act on recommendations.
6. Any changes resulting from the recommendations will occur within the time frame indicated by the Oversight Committee.

Recommendation for Action

Recognizing that occasionally current rules, policies and procedures no longer meet the needs of participants in an organization, the following process has been developed to respond to those changing needs.

1. Complete this form. Please be very specific in your recommendation. **Include WHAT you think should be changed (the current rule, policy, procedure) and HOW you think it should be changed.**

Send the completed form to: Larry Bahl

W208 S10510 Karen Court North

Muskego, WI 53150

2. A member of the Oversight Committee will contact you to follow up.
3. The Oversight Committee will review all recommendations within two weeks of receiving this form. At least 3 of the 5 members must be present to act on recommendations.
4. Changes resulting from the recommendation will occur within the time frame indicated by the oversight committee.
5. You will be notified of the outcome of your recommendation when a decision has been made by the Oversight Committee.

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Day Phone: _____

Evening Phone: _____

Email Address: _____

Parish: _____ Team: _____

(Check one) I am a: Coach Player Parent Parish Contact

The following policy, procedure, or rule should be changed for the current CYM Volleyball Season:

Using the backside of this sheet or another sheet of paper, please recommend how that policy, procedure or rule should be changed. Include specific reasons for making the change.