



Archdiocese of Milwaukee

CYM Volleyball

Rules/Handbook

## 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. Overworking 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

### **2018 CYM CoEd Volleyball Rules**

The CYM CoEd Volleyball League will follow the official 2018 National Federation Volleyball Rules Book as adopted by the Wisconsin Interscholastic Athletic Association (WIAA) and the policies of the Archdiocese of Milwaukee, with the exceptions and/or additions found below. The rules apply to players, coaches and fans. In the event that fans are involved in inappropriate and unsportsmanlike behavior, the team may be penalized and the party banned from future games. Athletic Directors, CYM Volleyball Coordinators and Coaches are responsible for seeing that all rules are followed.

## **Participation in CYM Volleyball**

### 1. Parish Teams

#### a. Parishioner

1. Players must play for the parish at which their parent/guardian are registered members
2. The student must attend parish religious education classes regularly or attend a Catholic High School.
3. When possible, it is recommended that high school seniors participate in a religious education program designed for seniors. When a senior program is not offered, seniors must have completed requirements for the Confirmation Program.
4. A player is not considered part of a team and may not participate until the player form is submitted to the league via Sports Pilot.
5. A player may play on a team from another parish if the following conditions are satisfied:
  - a. Their parish does not have a CYM Volleyball CoEd team. Players that belong to a parish where this is no CYM Volleyball team are allowed to play on any other parish team without being considered a non-parishioner.
  - b. The CYM Volleyball Coordinator or Coach is required to email that parish to confirm the player attends the parish religious education classes regularly (high school seniors are excluded-see #3 above) or ensure that the player attends a Catholic High School. High school seniors must have completed requirements for the Confirmation program.
  - c. Approval is obtained from the home parish and the CYM Volleyball Coordinator or Coach at the parish the player is seeking. This approval must be forwarded to the League Director PRIOR to the player being assigned to the Team Roster of the parish that the player is seeking to play for. Email communication is sufficient.

#### **b. Non-Parishioner: Three(3) non-parishioners are allowed on a team.**

Examples of Non-Parishioners include (this list is not exhaustive)

1. A player who is not Catholic. A non-parishioner can belong to any church.
2. A player who is Catholic and their parents are registered members of a parish. The player is in grade 9-12, does not attend a Catholic High School and is not enrolled in a parish Religious Education program. Parish approval is required for this player.

Note: 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 non-parishioner player must renew his/her eligibility following the procedures indicated above. Obtaining permission to play is the responsibility of the coach and player.

2. Collaborative Teams: In the event that parishes need to combine to field a team, the parishes involved MUST put the request in writing by October 1 of each season, via an Athletic Director, Director of Religious Education, CYM Volleyball Coordinator or coach and submit the request to the League Director prior to the team being able to register on Sports Pilot. If the request is made by October 1 and approved by the League Director by October 15<sup>th</sup>, the team will be allowed to participate in the CYM Volleyball program as a collaborative team.

- a. Email communication to the League Director regarding the request to form a collaborative team is sufficient. The CYM Volleyball Oversight Committee will penalize collaborative teams that choose not to gain approval before the start of the season and those teams may be considered ineligible to play.
- b. Examples of situations in which collaborative teams might be requested (this list is not exhaustive):
  1. Parishes that share religious education programs may request collaborative teams.
  2. Neighboring parishes with too few high school youth to field their own teams.

### **Teams**

1. Team Size: Rosters can have up to thirteen (13) players on a team. A complete roster must be submitted to the league on Sports Pilot at the beginning of each season in order for the team to be eligible to play. The team must have a minimum of four (4) players to play a match, with at least two (2) females and at least one (1) male. A ghost server is not used so teams cannot lose a serve because they are playing with fewer than six (6) players.

2. Teams with six (6) players present MUST play all six (6) players and cannot have players sit on the bench because they would prefer to play with four (4) or five (5) players.

3. Team Divisions: Each team MUST participate in the division that meets their player abilities. Gold, Silver and Bronze Divisions are available and are based on a point system that is determined by the ability of each player. Points are assigned to a player based on their grade as well as participation in club volleyball and/or a high school team. **No player is counted as more than one (1) point regardless of his/her grade.**

The points assigned to each division are as follows:

Bronze-2 points or less

Silver-2.5-4 points

Gold-4.5 or more points

The table below is used to tally the points for a player on a team:

<b>Player</b>	<b>Player Point Value</b>
<b>9th Grade</b>	
No Club - No HS team	0
Played Club - No HS team	0.5
No Club - Freshman team	0
Played Club - Freshman team	0.5
No Club - JV team	0.5
Played Club - JV team	0.5
No Club - Varsity team	1
Played Club - Varsity team	1

<b>10th Grade</b>	
No Club - No HS team	0
Played Club - No HS team	1
No Club - JV team	0.5
Played Club - JV team	1
No Club - Varsity team	1
Played Club - Varsity team	1

<b>11th Grade</b>	
No Club - No HS team	0
Played Club - No HS team	1
No Club - JV team	0.5
Played Club - JV team	1
No Club - Varsity team	1
Played Club - Varsity team	1

<b>12th Grade</b>	
No Club - No HS team	0
Played Club - No HS team	1
No Club - JV team	0.5
Played Club - JV team	1
No Club - Varsity team	1
Played Club - Varsity team	1

*Club counts from prior season*

*HS team counts from season that just ended*

Athletic Directors, CYM Volleyball Coordinators and/or Coaches are responsible for verification of each team's division. **Teams that are found to be playing in the wrong division during the course of the season will be disqualified from tournament play in that division, forfeit all games played as well as forfeit any awards for the division to which they were wrongly assigned.**

4. All teams in each division will play the same number of matches, regardless of the division they are eligible to play in.

5. All fees for the regular season and tournament games will be collected at the same time. Payment is due PRIOR to the first scheduled match.

6. Refunds will NOT be made to any team after the final schedule is posted.

### **Coaches**

1. All coaches and assistant coaches must:

- a. be cleared through a criminal background check and be approved by a member of the parish staff prior to the beginning of their work with minors-background checks are the responsibility of the pastor/parish administrator/DRE or youth ministry coordinator
- b. complete the archdiocesan "Protecting All God's Children" safe environment education session **before** beginning to coach/assist at any practices or games
- c. read and sign the Code of Ethical Standards and Mandatory Reporting Requirements
- d. annually receiving training in the treatment of Bloodborne Pathogens and Concussion Awareness, and sign a Concussion Acknowledgement Form

2. Coaches are to ensure that their team conforms to any and all rules for gym use. A coach must be present at all times. A coach must be at least 21 years of age. A coach must be present for games or provide an alternate person at least 21 years of age to sit in for them. Games will be forfeited if no coach is available. No more than 3 coaches or non-players will be allowed on the bench during a match.

3. Coaches MUST register each player on Sports Pilot BEFORE the start of the first game or all games will be forfeited, though the \$50 fine will not be imposed.

4. Adding Players to the Roster AFTER the season begins:

- a. Players can be added until November 15, HOWEVER the League Director MUST be contacted PRIOR to the player playing in a match, indicating the team's intention to add an additional player.

b. Players added to Sports Pilot WITHOUT contacting the League Director will be considered ineligible. Any games played with the ineligible player will be forfeited until approval is secured by the League Director.

5. A coach must submit a Team Roster to the scorer's table at the start of the game (it is highly suggested that the Sports Pilot roster be used). A Line-Up Sheet must be submitted to the scorer's table prior to each game of the match. Team Rosters are subject to random checks on game day by members of the CYM Volleyball Oversight Committee. Roster violations on game day are subject to game forfeiture.

6. A Team Roster, Individual Player Registration, Liability Waiver and Medical Consent Form, and Parent and Athlete Concussion Acknowledgement Form MUST be in the possession of the coach at each practice and game. Roster violations are subject to game forfeiture.

7. A coach sets an example for the young people who are participating in the CYM Volleyball Program. All coaches are responsible for enforcing the Code of Conduct and should use the "code" as a guide for their own behavior. The rules state that no practice or competition may occur without competent adult supervision. An adult supervisor is defined as a person who is 21 years or older.

As a Coach or Assistant Coach, I understand and agree to the following:

- I will abide by the parish and league rules, Code of Conduct and the directions of the officials.
- I will review all parish and league rules with the players on my team.
- I will be responsible for verifying the eligibility of the players on my team and submit the required player registration information for participation.
- I will review and uphold the Player Code of Conduct with the players on my team.
- I will do my best to ensure a safe and healthy environment for the young people involved in the CYM Volleyball Program.
- I will do my best to set a good example for young people to imitate.
- I will refrain from using alcohol at CYM facilities before, during or after CYM practices or events. I understand that inappropriate behavior of this kind will not be tolerated and I may be barred from future CYM activities.
- I will refrain from using tobacco products in the gym while games are being played.
- I will refrain from using illegal drugs.

- I will be responsible for the actions of players and spectators from the parish I coach for, encouraging all to conduct themselves in a Christian manner that will reflect positively on families, parishes and CYM Sports.
- I will teach and guide youth with a sense of fair play, sportsmanship and acceptance of winning and losing in accordance with Christian values.

**Please note: When you submit your Team Registration Form on Sports Pilot, you agree to abide by this Code of Conduct. Failure to act in accordance with the Coach Code of Conduct may result in disciplinary action imposed by the CYM Volleyball League Director and Oversight Committee.**

8. Should a coach be ejected from a game for any reason, a \$40.00 (forty dollar) fine to be paid to the league will be assessed before the coach can participate in any additional games. If a second game ejection occurs, the coach will be removed from the league for the remainder of the season.

9. Coaches should ensure participation by all team members in all matches.

### **Players**

1. A player must be actively enrolled in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade during the season.

2. A player may play on one team only. Players are NOT allowed to play on multiple teams in a single season. Each team has a roster on Sports Pilot and players can only play for that team. Teams that fail to follow this rule will forfeit the games involved.

3. Players and their parents will receive an educational fact sheet regarding the signs and symptoms of concussion, and will sign a statement in which the player accepts responsibility for reporting their injuries, including signs and symptoms of concussion, to their coach or parents. A player showing any signs or symptoms of concussion shall be removed immediately from practice or competition.

4. Players must carry identification (school ID, drivers license) with them to all games. Player identification may be verified on a random basis anytime at the beginning or end of any game or match.



5. The League expects that players will abide by the following Code of Conduct as players represent families, parishes and teams during the course of the season. Players are expected to read and abide by the following Player Code of Conduct:

As a player in the CYM Volleyball League, I understand and agree to the following:

- I will abide by the parish and league rules, Code of Conduct, the directions of coaches and the directions of the officials.
- I understand that coaches will review the league rules with the team before the start of the season and as necessary as the season progresses.
- I will provide accurate and honest information on the registration forms I submit to the league.
- I will respect the property and rules of the host parishes, their coaches and volunteers. I will respect the personal property of all participants in CYM Volleyball.
- I will do my best to maintain an attitude of healthy competition, sportsmanship and acceptance of winning and losing in accordance with Christian values.
- I will refrain from using alcohol, tobacco or illegal drugs during my involvement in a CYM Sports program. I understand that I will have one warning in the case of tobacco use before being suspended from the league. Alcohol and/or illegal drug use will not be tolerated and will result in an immediate suspension from the league.
- I will be responsible for my actions and accept the consequences that result from my actions.
- I will be on time for practices and games. I will arrange for prompt pick up after practices and games.

**Please note: When you submit your registration forms to the league, you agree to abide by this Code of Conduct, the rules of the CYM Volleyball League and parish rules. Failure to act in accordance with the Player Code of Conduct may result in disciplinary action imposed by the CYM Volleyball League Director and Oversight Committee.**

6. Should a player be ejected from a game for any reason, a one-game suspension will be incurred for the next scheduled game/match. If a second game ejection occurs, the player will be removed from the league for the remainder of the season.

7. Players may NOT wear jewelry of any kind during the pre-match warm-ups and games. The only exception is a religious or medical medal. If such a medal is worn, the medal must be taped to the body, under the uniform tee. NO tape on earrings or feathers in the hair will be allowed.

## League Games

1. Starting Time: Teams should be ready to play on time. A 5-minute grace period will be allowed. After the first grace period expires and the team is unable to play, they will forfeit the first game. After the second grace period expires and the team is unable to play, they will forfeit the second game. After the third grace period expires and the team is unable to play, they will forfeit the third game.

2. Warm Up: Pre-game if time permits

3. Time-Outs: Each team is allowed 2 time-outs per game.

4. Forfeits: Teams will be fined \$50/match forfeit fee if they don't show up with at least 4 players to play a match, that must be paid before the next match. If a team forfeits two matches on the same day, that team will owe the league \$100. After a third forfeit, the team will be removed from the league, forfeiting all the remaining games and tournament play. Teams will not be allowed to register the next season until all fines are paid. All monies paid to the league will be non-refundable.

5. Let Serves: Will be allowed according to WIAA rules.

6. Net: The top of the net will be 7 feet, 11 5/8 inches (7' 11 5/8") from the floor.

7. Uniforms: T-shirts are required for each team and they must all be the same color(s) and styles. There **must** be a 4" number on the back of the t-shirt and it is strongly suggested that a 2" number appear on the front shoulder. If a player arrives at a game without their uniform shirt, they may still play but their team will forfeit one point/game for every player that is out of uniform. There will be no alterations to the shirt by individual players. If an alteration is made, such as sleeves cut off or graffiti added, the same alterations must be made to all player shirts. The official prior to the start of the match should make a uniform check. Any player arriving late must be checked for uniformity before the player is allowed onto the court. Any team with players not considered to be in uniform will cost the team one point per player per game. Example: if three players arrive without a uniform and play, the score will be 3-0 before the game begins.

8. Team Composition: There **must be** at least two females and one male **per team** on the court at all times, **and a minimum of four players per team** or the game will result in a forfeit. Because this is a CoEd league, it is **required** that any team that has enough boys and girls present will play at least as many or more girls **than** boys. If a team **arrives** with two girls and four or more boys, it is acceptable to play with two girls and two boys; otherwise there must be at least three girls on the court. Teams are not allowed to play with more boys than girls. If a team has boys present, then at least one boy must be on the floor at all times

Note: Teams are allowed to play two matches (6 games) with all girls if none of the boys are available to play.

9. CoEd Rules: If there is more than one hit on a side, a female **must** contact the ball before the ball crosses the plane of the net to the other side.
10. Libero: The use of a libero is not allowed in CYM Coed Volleyball.
11. Kicking the Ball: Kicking the ball will NOT be allowed and will result in a point for the opposing team. The ball can hit the foot legally but the player is not allowed to make the attempt to kick the ball. The official will make the final determination on the call.
12. Match: A match will consist of three (3) games. **All games** will count in the standings.
13. Scoring: Rally scoring will be in place for all games. All games will be to 21 with a cap of 21.
14. Game Day: Games will be played on Sunday afternoons. Saturday evening matches may be scheduled if gym availability, or lack thereof, warrants.
15. Team Captain: Each team must have at least one team captain. Additional captains are allowed at the discretion of the team.
16. Season Information: The regular volleyball season will consist of a minimum of eight (8) matches of three (3) games each to a maximum of ten (10) matches of 3 games each. An effort will be made to schedule all teams with as many league games as possible. The regular volleyball season will be followed by a season-ending tournament that will take place over one (1) weekend.
17. Host Gym: The referee will do a coin toss to determine the home and visitor team when neither team is affiliated with the host gym. After the home and visitor team are determined, a second coin toss will take place with the visiting team to determine which team will serve first. Prior to the third game of the match, a third coin toss will take place with the home team to determine which team serves first to begin the third game.
18. Referees: A game official will be present to referee the three (3) games in the match, even when the games have resulted in a forfeit.
19. Protests: NO GAME PROTESTS! THE OFFICIAL'S CALL WILL STAND.
20. Lost or Stolen Items: Host gyms and the CYM Sports program are NOT responsible for lost or stolen items.
21. Postponed Games: In the event of unforeseen circumstances or severe weather, matches may be postponed and/or cancelled. The League Director will determine, with input from the Oversight Committee, the need to postpone or cancel scheduled games. Gyms, Coordinators and Coaches will be contacted via email and information will be posted on the CYM Volleyball website.

22. Re-scheduling Games: There will be NO re-scheduling of games unless time permits in the game schedule. Coaches must notify the league IN ADVANCE, of retreats and other dates that conflict with the game schedule, prior to the development of the game schedule.

23. Final Standings by Division: Ties in division standings at the end of the regular season will be addressed as follows:

- a. Head-to-head competition
- b. Total games won, if the team played more than one match against each other
- c. Total point differential (total # of points won subtracted from total # of points lost of all games played against each other)

24. Awards: Each team placing first in their division will receive the opportunity to obtain a banner for the parish/gym. Banners will include the name of the coaches and players. One (1) banner per team will be provided or a team may opt for t-shirts in lieu of a banner. Additional banners may be purchased at the expense of the team. A member of the Steering Committee will provide the banner or t-shirt information to each 1<sup>st</sup> place team.

### **Tournament**

1. The tournament will be played upon conclusion of the regular league season. All teams, regardless of division, will have the season-ending tournament scheduled on the same weekend. Regular season rules apply.

2. Teams must be available on both Saturday for pool play and Sunday for tournament finals. Coaches must notify the tournament director IN ADVANCE, of retreats and other dates that conflict with the tournament schedule, in writing, two weeks or more, prior to the Saturday of pool play.

3. A \$50 fee will be imposed on any team that requests a change to the tournament schedule AFTER the schedule has been published.

4. The format for the tournament for each division will be determined by the Tournament Director, based on the # of teams that enter the tournament. Examples of formats may include but are not limited to: pool play, double elimination, single elimination, etc.

5. Teams associated with gyms hosting games may be moved into another pool to ensure the games are in the home gym of that team with coach approval.

6. If a division has 16 teams or more, the Tournament Director, with assistance from the Oversight Committee, will determine the number of tournaments within that division.

7. Pool play tiebreakers will be addressed as follows:
  - a. Head-to-head
  - b. Total number of tournament games won within the pool
  - c. Most points scored in games between the teams that are tied
  - d. Most points scored in all tournament games
  
8. If one team wins the first two games, the third game need not be played. This does not apply to pool play. It only applies to the tournament finals. The team that wins two of the three games moves on to the tournament final.
  
9. The cap of 21 will apply to pool play games. The cap of 21 will not apply to tournament final games. Tournament final games must be won by at least two points.
  
10. Awards: Players of the final four teams in each tournament division will receive a t-shirt, though the tournament champions will receive a t-shirt specific to the 1<sup>st</sup> place finish. Gift cards may be provided to the 1<sup>st</sup> place teams if available to the league.

### **Sportsmanship**

1. **Foul Language**: One warning will be provided in regard to inappropriate language. Referees will determine appropriate/inappropriate language. Two warnings of any kind will result in an ejection from the game and/or the gym. There will be a one-game suspension to be served for the next scheduled game. A fine of \$20.00 (twenty dollars) will be assessed to any person ejected from a game. A player or coach may not participate in future games until the fine is paid to the league. REFEREES AND GYM SUPERVISORS ARE TO REPORT PLAYERS AND/OR COACHES IN VIOLATION OF THIS RULE.
  
2. **Verbal abuse**: This includes, but is not limited to taunting and degrading comments. Verbal attacks will NOT be tolerated before, during or after a game/match. The offending coach or player will receive a one-game suspension. Should a second occurrence take place, the coach or player will be ejected from the league for the remainder of the season.
  
3. **Physical Assault**:
  - a. Against a Player or Coach: Any fighting or physical attack before, during or after a game will result in immediate expulsion from the league for the remainder of the season.

- b. Against a Game Official: Physical assault of a game official carries a penalty of a minimum 12 month suspension upon determination of the guilt of the offending party. The League Director along with the Oversight Committee will determine guilt and length of the suspension. Until that determination is made, the offending party is immediately suspended from participation in all CYM Sports programs. Reinstatement as a participant in all CYM Sports programs must be appealed to the League Director and Oversight Committee upon completion of the imposed penalty.

### **Host Gym Responsibilities**

1. The host gym will have at least one responsible adult (gym supervisor), age 21 years or older, to manage the site for the duration of the games that are schedule in the host gym. The gym supervisor will be responsible for spectator control.
2. Volleyballs: The host gym must provide playable volleyballs for warm-ups and a game ball. The referees will decide which ball to use as the game ball.
3. Host gyms will be responsible for receiving a CYM Volleyball Binder from the Oversight Committee at the beginning of each season. Host gyms are responsible for returning the binder to the Oversight Committee upon conclusion of the season.

### **Grievance Procedures**

1. Protests of Current Rules: Protests regarding situations covered by the current league rules will be considered by the League Director and the Oversight Committee. The recommendation must be made in writing to the Oversight Committee using the process indicated below (see item #3). Recommendations for action on current rules will be considered by the Oversight Committee and communicated via email to the team/individual who is making the recommendation on the current rule within two weeks of receiving the suggestion. When the recommendation affects all teams during the course of the season, an email communication will be used to notify all CYM Volleyball teams.
2. Protests in a Game: As specified in the game rules above, there will be NO PROTESTS - THE OFFICIAL'S CALL WILL STAND.

3. 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 will be used:

- a. Email your grievance to the League Director and include the following information: the nature of the problem, your recommendations for action and the contact information for any parties involved in the matter
- b. Upon receipt of a written grievance, the League Director will contact the Oversight Committee and request a member to contact the involved parties to review the matter in further detail.
- c. The Oversight Committee will discuss the matter and make a decision regarding the action. The decision of the Oversight Committee is final.

4. 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.

- a. Complete the "Recommendation for Action" form that can be located on the CYM Volleyball website ([www.cymvolleyball.com](http://www.cymvolleyball.com)) and email it to the League Director at [cymvolleyball@yahoo.com](mailto:cymvolleyball@yahoo.com)
- b. The League Director or a member of the Oversight Committee will contact the person submitting the recommendation for action to gather any additional information needed.
- c. A majority of the Oversight Committee will convene to review any and all recommendations **at the conclusion of the current season.**
- d. Changes resulting from the recommendations will be communicated to those affected by email and the CYM Volleyball website.

### **Structure of the League**

#### ***Oversight Committee***

1. An Oversight Committee will establish and enforce the rules and procedures for the CYM Volleyball League. In addition, the Oversight Committee will administer the League and resolve disputes not currently covered by league rules.

2. The Oversight Committee is comprised of a League Director, Secretary and Treasurer along with not less than three (3) additional voting members. The Oversight Committee members will serve for staggered terms of at least 2 years. No parish will have a majority of voting members on the Oversight Committee. No more than one (1) member per parish will be voting members of the committee. The committee will consist of not more than six (6) voting members. A representative of the Archdiocese of Milwaukee will also serve as a non-voting member of the Oversight Committee.

## Committee Positions/Responsibilities

### **League Director**

- Create regular league schedules
- Manage Oversight Committee to insure all necessary tasks get done
- Create agenda and lead all meetings
- Answer questions from parents, coaches and administrators
- Resolve all issues received from Oversight Committee members
- Manage updates to our CYM Volleyball Website
- Collect forfeit fees and route to Steering Committee Treasurer
- Contact teams to register players online if needed

### **Secretary**

- Schedule Oversight Committee meetings
- Take minutes for all meetings and distribute them to all committee members
- Schedule end-of-season celebration
- Manage hard copies of most recent forms; soft copies of rules, registration forms, online web documents and CYM Volleyball Handbook
- Update and provide changes as needed to Oversight Committee in reference to forms, handbook, etc.

### **Treasurer/Registration Coordinator**

- Responsible for online registration of all teams in each division of the league
- Emailing parishes (Religious Ed Coordinator, Youth Minister, etc.) to verify players cited as parishioners.
- Work with Sports Pilot to insure all information needed is available each season and communicate changes to registration process to coordinators and coaches.
- Monitor ongoing registration and provide League Director and Treasurer with a list of all teams for scheduling and billing respectively
- Monitor points of each team in all divisions to ensure accuracy
- Provide list of teams without players registered online to the League Director two days prior to their first match so teams can be contacted
- Assist in placing single players or small groups of players onto teams
- Manage all league money taken in at registration each season as well as other miscellaneous money taken in from other sources
- Pay all bills on time
- Create an end-of-season balance sheet showing all credits/debits for the past season and distribute to all Oversight Committee members
- Make initial contact with parishes who have outstanding league fees and assess penalties (forfeits) and contact the League Director if unsuccessful dealing with parishes directly



### **Awards Coordinator**

- Create a design for the tournament t-shirts and place order with vendor including proper number of t-shirts by size
- Responsible for getting the tournament t-shirts to the various tournament locations and sorting for distribution on tournament day
- Contact 1<sup>st</sup> place teams in Bronze, Silver and Gold division and provide banner vendor contact information
- Follow up with the vendor to ensure banners are created and picked up by parishes before 1/15 of each year following tournament play
- Provide a suitable alternative reward to replace the banner for parishes that want a different option
- Purchase Culver gift cards for tournament 1<sup>st</sup> place finishers in November to receive a 10% discount on the overall cost of these awards
- Give left over gift cards from the tournament to the League Director

### **Tournament Coordinator**

- Email coaches in early November regarding tournament play (optional participation; conflict contact info though no guarantee; pool play; seeding based on league record, forfeit fees)
- Work with Gym Coordinator to determine gym time available for the tournament
- Create preliminary tournament schedule, assuming all teams are playing to ensure that there is sufficient gym time for the entire tournament
- Create and distribute the entire tournament schedule (Bronze, Silver and Gold) at least one week prior to tournament play
- Coordinate tournament supervision with the Oversight Committee members to ensure all games are covered.

### **Gym Coordinator**

- Contact all gyms for initial gym availability for the upcoming season
- Provide a soft copy to League Director for use when creating game schedules for all divisions
- Create master gym schedule and email to Gym Contacts and Steering Committee Members Any Communicated changes to gym schedule directly to Gym Contact affected
- Contact gyms that fail to send in game scores and attendance sheets and involve the League Director if/when chronic problems with specific gyms occur
- Email weekly referee schedule to all gyms no later previous Friday for Sunday play

### **Referee Coordinator**

- Create referee schedule for the upcoming volleyball season and provide to all the referees and Committee Members
- Communicate all rules changes to the referees
- Maintain a list of referee contact information.
- Ensure and secure enough referees to cover all the regular season and tournament games across all divisions
- Email weekly ref schedule to the Gym Coordinator and League Director

- **Score and Standings Coordinator**

- Receives scores on Sunday evenings from hosting gyms and update CYM Coed Volleyball website by Tuesday evening
- Obtain copies of all the score sheets from the hosting gyms
- Notify the Steering Committee Director when missing score sheets for a specific gym

**Advertising and Recruiting Coordinator**

- Attempt to recruit new teams from parishes that have not had teams in the league the previous season via The Seton, grade school volleyball websites, etc.
- Contact parish Religious Education Coordinator, CYM Coordinator (if there is one) or Athletic Director to monitor interest
- Email current 8th grade coaches in grade school leagues (MVC, Parkview Parochial, North Shore, etc) with brochure to advertise CYM volleyball, basketball and bowling.
- Work with Archdiocese Director of Catechesis & Youth Ministry to ensure that the Archdiocese is supporting CYM Volleyball

**NOTE:** All Oversight Committee Members are responsible for:

- Checking accuracy of schedules in a timely manner prior to distribution
- Oversee tournament games
- Provide support for fundraising activities when applicable

***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 and 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.

### ***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 toward 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 and 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 Director should be contacted and in collaboration with the Steering Committee provide clarification.

#### ***Medical Insurance and Medical Release Forms***

Players must have health insurance; parishes, schools and the archdiocese do not provide such insurance. Participants should submit insurance information on the required Individual Player Registration Form. 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.

#### ***Practice***

Archdiocesan policy states that:

- a. There is to be NO practice or competition without 2 competent adults present. An adult is a person who is 21 years of age or older.
- 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. Practice can begin on October 1.

#### *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.

- a. Complete the online video, “Be Smart-Drive Safe” found at [www.catholicmutual.org](http://www.catholicmutual.org)
- b. A privately owned 10-15 passenger van may not be used to transport school-aged children (K-12<sup>th</sup> grade) for school, athletic or religious education activities
- c. The driver must be 23 years of age or older
- d. The driver must have a valid, non-probationary driver’s license and no physical disability that may impair the ability to drive safely
- e. The vehicle must have a valid registration
- f. 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.

#### *Supervision of Minors*

- a. Minors must be supervised at all times when involved in school/parish events. 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 activity 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.

- b. No practice or competition can occur without two competent adult supervisors present. 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.
- c. 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. Coaches and assistant coaches should not place themselves in positions of having to answer to suspicion or false allegations of misconduct. In every instance, a team approach should be considered. Activities should involve the "rule of two": two adults and two youth as a minimum participation in any activity.
- d. 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.
- e. 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.
- f. Coaches are strongly encouraged to ensure that first aid supplies are available at all practices and games. Coaches should not assume that the school or parish will have supplies readily available.