

# *St. Agnes CYO Basketball Program*

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## *Parent Handbook*



**2023-24**

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## **Introduction**

The St. Agnes CYO Basketball Program (SACBP) is a member of the Diablo East CYO League in the Diocese of Oakland. The SACBP and all its representatives shall comply with the guidelines and bylaws of the Diablo East CYO League (<https://oakdiocese.org/diablo-east-cyo-basketball>) and the rules set forth by the Diocese of Oakland (<https://www.oakdiocese.org/cyo-sports>).

SACBP exists as an extension of St. Agnes Parish, and as such, exists under the direction of the Parish Pastor & Religious Education Coordinator. All participants in the SACBP are expected to follow the rules as set forth in the Parent Handbook.

## **Philosophy**

The philosophy of the SACBP is to encourage the healthy growth and development of the student/athlete through teamwork while representing the Christian values of respect, love, compassion, and support for each other. Our goal is to foster the physical, intellectual, emotional, and spiritual strengths through positive coaching and sportsmanship for children and their parents in games, practices, and the life lessons that sports teach.

## **Goals**

- Instruct and improve the performance level of all participants, while promoting positive attitudes of mutual respect and self-discipline.
- Create an environment in which players have fun with basketball activities.
- Teach basketball skills, rules and strategies to players.
- Model and teach the value of teamwork, cooperation, responsibility, and competitiveness, with an emphasis on good sportsmanship.
- Promote increased self-esteem among our players.
- Always treat players on other teams as members of our community first and as opponents second, evident in our words and actions.

## **St. Agnes CYO - Board Positions / Descriptions**

**Administration** - All board members in good standing will oversee the financial operations within the SACBP. Duties will include managing and developing annual financial plans and projections for our program through (fundraising, basketball clinics, tournaments, etc.).

**Athletic Director of Operations** -The director of operations is responsible for managing the daily operations that take place within our CYO basketball program. Their main task is to maintain the smooth operation within all activities of our program throughout the season. As an athletic director they are required to attend monthly EDCYO league meetings and are required to help in the player evaluation process. When issues arise during the season they are to coordinate with their Co-Director and our Coaches Certification Manager to resolve all issues from the league and within our program.

**Athletic Director of Personnel** -The director of personnel oversees all Players, Coaches and any member in good standing within our program. Duties for the director of personnel will vary from (running board meetings, investigating accident reports, explaining policies/grievances, etc.) As an athletic director they are required to attend monthly EDCYO league meetings and are required to help in the player evaluation process. When issues arise during the season they are to coordinate with their Co-Director and our Coaches Certification Manager to resolve all issues from the league and within our program.

**Coaches Certification Manager** -The role of the certification manager is to oversee all coaches within our program. Along with recruiting all coaches for all grades, they are in charge of turning in all official rosters from each team to the league along with making sure all coaches are certified and fingerprinted for the season. When evaluations are completed and teams are still in need of coaches they will work directly with grade coordinators to find candidates. They are also asked to help resolve all sportsmanship complaints from the league about coaches/parents along with all other issues within our program before being turned over to the Board of Directors for resolution.

**Equipment Manager** -The equipment manager is responsible for the distribution & collection of all equipment owned by St Agnes CYO by following the equipment policy. Every season all head coaches will receive a first aid kit, referee check, 1 Game Ball & Ball Bag for the season. Pinnies (for practice) may be available upon request.

**Evaluations Manager** -The evaluations manager is responsible for executing the player evaluation process for all boys & girls grade levels. They will create a 2-week player evaluation schedule along with managing all DIBS signups with as many members as they feel it takes to help them complete the evaluation process. All Evaluations will be performed before a Basketball Committee made of St Agnes CYO board members, grade coordinators, coaches and

(when needed) outside evaluators. When the evaluation process is completed for all grade levels they will coordinate with the Grade Coordinator & Coaches to determine team selection.

**Fundraiser Coordinator** - *(When fundraising is offered)* Some years based on needs in order to run a successful basketball program we must rely on fundraising. The fundraiser coordinator is responsible for finding new and fun ways to help our program fundraise. The money raised through fundraising is used to fund the scholarship program, keep registration fees low, pay for practice facilities and help fund the general reserve.

**Game Day Coordinator** -The game day coordinator will assume the responsibility of setting up and breaking down the assigned gyms on game day. They will be responsible for creating a rotating schedule made up of as many members as they feel it takes to help them complete game day tasks for the season. They may print weekly gym / game schedules for posting, and prepare the gym monitor binders and materials (score sheets) to support the games.

**Grade Coordinators** - The grade coordinator is the primary point of contact and the supervisor of their grade level. All grade coordinators are responsible for resolving conflicts within their grades before they forward any issues or concerns to the board of directors. All grade coordinators will have final say on team rosters, which division (*American/American 2/National*) each team will participate in and how many teams they will have within their grade level. Once the evaluation process is completed all families will receive an email about team selection via their grade coordinator. Whenever there is an open grade coordinator position for any grade level, the board will create a list of all interested coaches. After the evaluation process is completed and every child within the grade has been assigned to a team the board will then fill the open position from the list of qualified coaches.

**Gym Monitor Coordinator** -The gym monitor coordinator will assume the responsibility of inputting data in the DIBS program for coaches to be able claim gym monitor duties at assigned gyms. Every coach is required to complete 3 hours of gym monitor duty during the season.

**Picture Day Coordinator** -The picture day coordinator is responsible for securing a company to use for pictures. When working with this company they will need to secure a day/time & location for pictures. They are also responsible for creating a picture day schedule based on the number of teams in our program.

**Practice Facilities Manager** -The practice facilities manager will assume the responsibility of securing adequate practice gym times and locations for all our teams within our program. For securing gym time, they will need to reach out and maintain good communication with our public school district and all independent gyms within our local area. For all changes and cancellations it will be the practice facilities manager job to communicate all info to all the

teams within our program. They will also be responsible for preparing and updating the monthly practice schedule based on gym availability and number of teams in our program.

**Premium Coordinator** -The premium coordinator is responsible for the ordering and selling of our spirit wear. They are asked to maintain good communication with our 3<sup>rd</sup> party vendor, manage our online store, market and sell premiums at all our events, purchase new uniforms and track inventory for all our premiums in our program. Other duties also include ordering coach's shirts & 8<sup>th</sup> grade shooting shirts every season but most importantly reporting all inflow and outflow costs to our treasurer.

**Registration Coordinator** - Duties for the registration coordinator will vary from *collecting/depositing all registration money into our parish bank account, manage-walk-in registration days, track registration numbers, cross referencing registered addresses within our parish boundaries, etc.* They are also responsible for responding to all email questions about our CYO Basketball program within a timely manner, along with handling the Peach Jar email notification program for sending out emails about registration to all public schools within our parish during the month of August.

**Secretary** - The secretary is responsible for recording the minutes of all our board meetings and keeping the necessary files pertaining to our program. All notes from the meeting will be distributed by email to all board members in a timely manner following the meeting, so everyone can complete all tasks given, and for those that were unable to attend the meeting can view what took place. The secretary shall also resend the minutes of the last meeting to all board members the day before the next board meeting.

**Shamrock Academy Coordinator** - *(When Academy is offered)* The shamrock academy coordinator is responsible for running summer basketball clinics for the St Agnes children to give them the opportunity to keep active in basketball during the off season and to help improve and develop fundamental skills essential to the sport.

**Treasurer** -The treasurer is responsible for keeping records and receipts of all expenditures within our CYO Basketball program. For tracking inflows and outflows the treasurer is asked to present a yearly budget along with monthly reports. They also work together with the Registration Coordinator, Premiums Coordinator & the Athletic Director of Operations within the parish to cross reference and track all expenses, deposits and check requests from allotted funds.

**Uniform Director** - The uniform director is responsible for the distribution and collection of all uniforms within our program. They are also responsible for creating a schedule and tracking inventory based on the number of teams in our program.

**Website Manager (aka Webmaster)** -The website manager is responsible for updating online registrations and uploading all necessary files pertaining to our program to the St Agnes CYO website, while maintaining a good relationship with our online provider Sport Engine. They will be responsible for setting up registrations (players, coaches, scholarships), DIBS, Season/team setup, list management, surveys, and site updates/maintenance.

***St. Agnes CYO Basketball Board of Directors (roles, names) are available on the St. Agnes CYO website:***

- <https://www.stagnescyo.com/page/show/2582139-board-of-directors>

At any time, please contact **Garth Miner** St. Agnes CYO Basketball Program - Athletic Director ([garth.f.miner@gmail.com](mailto:garth.f.miner@gmail.com)) for questions or more information about the St. Agnes CYO Basketball Program.

## **Coaching Guidelines by Grade**

**Second & Third Grade (Instructional)** - The combined 2<sup>nd</sup> & 3<sup>rd</sup> grade level is purely instructional and no score or game results are kept. Depending on how many players/teams we have for the 2<sup>nd</sup>/3<sup>rd</sup> graders, we use a draft style format to balance and make the teams as even as possible. Coaches emphasize fundamentals that are essential to the sport and will rotate players through the various positions to improve their skills and knowledge of the sport.

**Fourth through Eighth Grade** -There are 2 levels of play: American and National.

- American -> more competitive
- National -> more recreational

Within these levels we can have multiple teams. All players are evaluated and placed on teams according to their skill level within their grade. Standings are kept and playoffs are held based on results. This includes league Playoffs, American Diocese of Oakland playoffs, National Tournament of Champions).

## **Parents - Participation Guidelines**

- A. Parents are welcome to attend practices at any time (*depending on health and safety guidelines*). Please remember that you are there as an observer and not as a coach. This helps keep the athlete's attention on his/her coach. Please respect your coach's wishes at all times. Show support of the coaching staff and accept constructive criticism in the manner in which it is intended.
- B. Parents ensure their children get to practices and games on time. Make sure that coaches are present before leaving your child. The coaches are not responsible for driving the children, or taking care of them before and after games and/or practices.
- C. Parents/athletes are to contact coaches in a timely manner if their child/they will not be attending practice or game, parents shall inform coaches of their player's availability/attendance ahead of time through the SportsEngine team page or other online solution.
- D. Parents are encouraged to attend all games and to support their child's efforts, as well as showing support for the other members of their team, and opposing teams.
- E. As representatives of the SACBP, parents must exhibit good sportsmanship and Christian behavior at all times towards coaches, officials, the opposing team and their fans.

- F. Parents are to respect the rules of each practice and game facility by not bringing food or drink inside the gyms, and by cleaning-up any empty water bottles or other garbage. Young children must stay with their parents and are not free to roam or play in the gym.
- G. Feedback regarding a coach or a team practice or game situation should be raised with the team Head Coach abiding by the 24-hour rule (i.e. a parent should not contact a coach until after 24 hours to make remarks, complaints, or observations following a situation). Alternatively, parents may contact the grade-level Coordinator in a timely manner following an incident. If necessary, the Grade Coordinator may seek additional guidance from the Coaches Certification Director up to the Athletic Director.

### **Parents - Code of Conduct / Pledge**

I hereby pledge to provide positive support, care and encouragement for my child by following this Parents' Code of Conduct Pledge. I will...

- Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game or practice
- Support coaches and officials working with my child. I will not coach from the sidelines
- Remember that the game is for the youth - not for adults
- Do my very best to make youth sports fun for my child
- Ask my child to treat other players, coaches, fans and officials with respect
- Promise to help my child enjoy the youth basketball experience by doing whatever I can, such as being a respectable fan, assisting with coaching or providing transportation
- Ensure my child is dropped off directly with the coach(es) and picked up from team events promptly at the designated times for practices and games
- Require that my child's coach(es) upholds the Coaches' Code of Ethics

### **Players - Participation Guidelines**

An athlete's participation in the SACBP can be a rewarding experience. Athletes are responsible for the following:

- A. Make every effort to attend all required practices. Missed practices can adversely affect the team's performance in games. Note: Players who are regularly tardy or who miss practices or games may receive a reduction in playing time.
- B. If you have to be excused from practice or a game, athletes and/or their parents shall notify their coach in advance.

- C. All athletes will participate in games for which they are eligible according to Diablo East CYO League rules.
- D. Athletes will treat their teammates, coaches, officials, opposing players and fans with respect and follow all points in the code of conduct.

### **Player - Code of Conduct / Pledge**

I hereby pledge to be positive about my youth basketball experience and accept responsibility for my participation by following this Player's Code of Conduct Pledge. I will...

- Demonstrate and encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice
- Attend every practice and game that I can and notify my coach if I cannot
- Do my best to listen and learn from my coaches
- Treat my coaches, other players, officials and fans with respect
- Encourage my parents to be involved with my team in some capacity because it's important to me
- Do my best in school
- Remember that participating in the SACBP is an opportunity to learn and have fun

## **Division & Team Formation**

The number of teams the SACBP will field depends on the number of participants who register by the registration deadline. In 2022-23 there were 19 St. Agnes basketball teams.

Whenever possible, each grade will have its own team. In order to maximize playing time, the SACBP recommends 8 to 11 (12 max.) players per team.

- All players shall be assigned to teams within their grade level
- Under no circumstance can a participant play down a grade level
- Participants may not be moved up grade levels based on skills; however, a player may be asked to move up a grade level if the registration numbers require/allow for it to ensure balanced team rosters. In these situations, all members involved shall approve (*Athletic Director, Grade Coordinators, Head Coaches, Parents, & Players*) before a decision to move up is finalized
- If any grade level is full, all new players will be waitlisted and may be added as space allows (possibly increasing team size over the max size guideline, or dividing teams depending on numbers and coaching capacity)

## **Grade Level Formation**

- **Grades 2-3:** There are no levels for 2nd/3rd grade, this is instructional only. Depending on how many teams we have for the 2nd/3rd graders, coaches use a draft style format to balance and make the teams as even as possible
- **Grades 4-8:** Teams in each grade level are typically composed of two divisions: **American (A) and National (N).**
  - In some cases an intermediate **American 2 (A2)** division may be formed when the league has an abundance of teams in grade levels 5 - 8 (*boys only*).
  - Each grade must have 1 American division team first before National teams are created (Note: St. Agnes CYO Basketball Board and Diablo East CYO League approval is required for a parish grade level team to play in the National division when an American level team does not exist in that level - *this is not common*).

**Evaluations and Placement Eligibility:**

- Registered players are encouraged to attend the player evaluation process (two days). Evaluations enable evaluators to determine appropriate player placement (American or National).
- Players who do not attend evaluations and who are not evaluated will be assigned to a National level team, at the discretion of the Evaluations Coordinator and St. Agnes CYO Basketball Board of Directors.
- Attendance exceptions and accommodations may be arranged, provided parent notification to the Board and/or Grade Coordinator at least 3-days ahead of evaluations.
- When pre-notification is given that a player cannot attend evaluations, American (A, or A2) division coaches and Grade Coordinators may assess players who are not present at an alternate time.

**Selection Process - Grades 4 - 8**

At the completion of the evaluation process, the **Grade Coordinator** with support of coaches/evaluators will select the first 11 players to build the American team.

If applicable (e.g. for grade levels that have 3 or more teams when league numbers allow), the **Grade Coordinator** and **American 2** coaches will select the next 11 players from the players remaining to build the A2 team.

Remaining players will be placed on National division teams. If there are enough remaining players to field two or more National division teams, teams shall be formed to ensure balance in both numbers and strength.

Similarly, if/when there are two teams in the same division (more common among Girls teams), the teams shall also be formed to ensure balance in both numbers and strength since they have to compete in the same league and potentially play each other).

## **SACBP - Eligibility Criteria (\*applies to all players in the CYO league)**

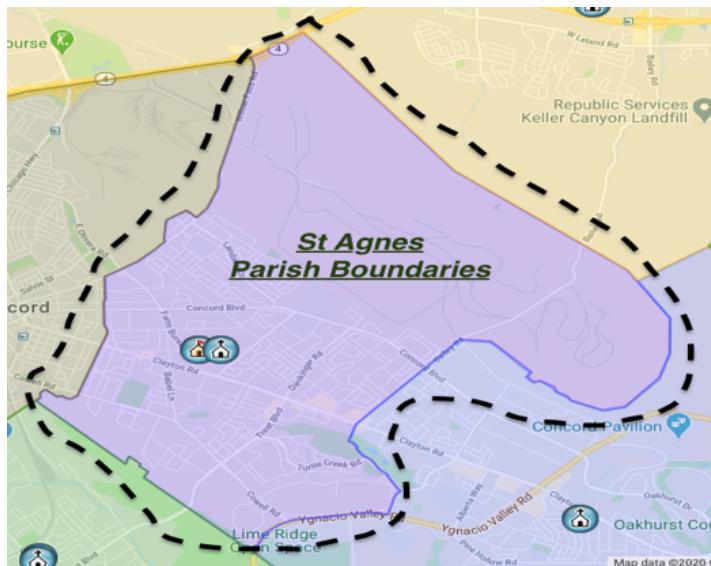
Children are eligible to participate in the SACBP when they meet one of the following criteria:

- a. Attend St. Agnes School**
- b. Participates in Religious Education:** All children (Catholic or non-Catholic) who have participated in St. Agnes religious education classes and/or who have done so the entire previous school year are eligible to play for the parish.
- c. Live within the St. Agnes Parish Boundaries:** All children (Catholic or non-Catholic) who reside within the parish boundaries, as established by the Bishop of Oakland, are eligible to play for the parish.

To determine/verify your parish, enter your address in the link below. If your child does not attend St. Agnes school and did not participate in catholic education programs, you must validate that you're part of the St. Agnes parish before registering in the SACBP.

NOTE: Players who are determined to be ineligible result in **forfeits** for their team and playoff **disqualification**.

- <https://oakdiocese.org/parish-boundaries>



**d.**

## **Player Evaluation Process**

St. Agnes CYO prides itself on the fairness of the annual player evaluation process.

The purpose of Evaluations is to fairly evaluate players and to assign them to teams based on an objective assessment of their skills and abilities.

There are 2 evaluation sessions for each grade/gender to participate in. All players wishing to be considered for a team are expected to participate in at least one session of the evaluation process, although it is highly recommended that you participate in both sessions.

Attendance exceptions and accommodations are only considered when arranged by the St Agnes CYO Board of Directors. Every year the Board will determine the dates & times during the month of September for Evaluations. Check the St Agnes CYO website for schedule details.

These are evaluations, not try-outs. Every player who registers will be placed on a team according to skill level within their grade.

All players that are not registered or who have an unpaid registration balance will not be able to participate in the evaluation process until all outstanding items are resolved.

## **Evaluation Criteria**

- **Core Skills:** Layups, shooting, ball handling, passing & rebounding
- **Attitude, Athleticism & Basketball IQ**

## **Expectations for Players**

- Each player will be assigned a numbered pinnie at check in
- Evaluations will be performed before a Basketball Committee made of St Agnes CYO board members, grade coordinators, coaches and/or outside evaluators
- The Evaluation session will include individual activities designed to assess the player's skills in various areas
- These sessions will also include live scrimmages to assess the player's skills in game situations

## **Expectations for Parent**

- Parent contact with the Basketball Committee (e.g., Grade Coordinator, coaches, other evaluators) is not permitted during the evaluation process. Parents are encouraged to attend sessions, and to respectfully observe without interfering or influencing the evaluation process.
- Parents should notify the St. Agnes CYO Board of Directors and/or Evaluation Coordinator in advance if the player will not be able to attend an evaluation session

- All questions, comments and concerns/issues should first be directed to your Grade Coordinator, a member of the Board, or the Athletic Director

**Team Selection Process:** The team selection process is conducted by the St Agnes Basketball Committee (Grade Coordinators and Coaches at each grade level will determine team rosters). Decisions are final.

- St. Agnes CYO Basketball does not take and will not fulfill requests for player assignment for players once they reach the 4th grade or beyond (e.g., requests for a particular coach, or to play with certain players will not be taken). The evaluation process places all players in the levels of play that best fit the athletes (*American, A2, or National*)
- After the evaluation process is completed, all parents will receive an email from their Grade Coordinator regarding the team their child has been placed on for the season

## **Uniforms / Jerseys**

Uniforms are loaned to the students for game purposes ONLY. Parents assume liability for uniform replacement when uniforms are not returned or not returned in good condition.

A deposit in the form of a check or money order for **\$50.00** is required at the time of each uniform pickup. Parent's need to give the deposit to the team coach or Uniform Coordinator on or before the uniform distribution date, else the uniform may not be picked-up.

The check or money order will be returned when the uniform is returned in good condition at the end of the basketball season. At the end of league play, when uniforms are returned clean and in good condition, deposit checks will be returned or shredded. If a uniform is damaged or not returned, the parents will be invoiced and your check will be deposited into the general fund for future uniform purchases.

## **Financial Aid / Scholarships**

Every year St. Agnes CYO Board of Directors awards funds for financial scholarships which are designed to help defray the cost of CYO registration fees for those in need, so that every child has the opportunity to participate.

To qualify for a scholarship, an application must be submitted online by the end of the regular registration deadline. All scholarship awards are determined by the St. Agnes Board of Directors.

**The Criteria for scholarship consideration are as follows:**

1. Financial Hardship.
2. The student/player must have played in the St Agnes CYO Basketball program before.
3. The student/player must commit to attending at least 80% of all practices and games should he or she be awarded a scholarship.
4. Parent/Guardian willingness to volunteer their time when needed.

***All participant scholarship applicants will be notified by the St. Agnes CYO Board of Directors of decisions after all applications have been reviewed.***

## **Policies / Procedures**

### **Registration Policy**

Parents/Guardian(s) must complete a registration form for each student participant. It is strongly advised that parents evaluate their child's participation / availability prior to registration - their absence from a team roster may have an adverse effect on the team (i.e. forfeits if not enough players). In order to be evaluated, each player must have a complete registration and all obligations (fees, paperwork) must be submitted.

**Registration Dates:** On-Line: **mid-July thru September 23, 2022**

Note: The walk-In registration day (accepting offline payment, by check): **Tues. August 29**, from 6-9pm @ St Agnes School Cauchi Hall

### **Registration Fee's:**

**Early Registration: \$225 (valid mid-July - August 13) *Online Payment only***

**Player Registration: \$250 (valid August 14 - September 8)**

**Late Player Registration: \$290 (valid September 9 - September 23)**

- Registration is not considered complete until balance due is paid in full

- If you register prior to *September 9* and do not pay your balance until after *September 9*, you are considered to have registered during the late registration period and will be subject to the late registration fee of \$290.
- Any family/player with past-due amounts from the previous season will not be able to register their children for the upcoming season until all past due amounts are paid in full
- For all registration checks that bounce due to insufficient funds, the registrant in question will not be allowed to practice or play until all amounts are paid in full (*including all bank charges/fees*)

## Refund Policy

To be awarded a full or partial refund, a letter or email must accompany refund requests.

- **Full Refund** - All requests made prior to the 1st practice of the season will be awarded a full refund minus a \$35 processing fee
- **Partial Refund** - Once the season has started, if a refund request is submitted due to an injury during the 1st month of the regular season, a refund will be issued equal to half of the amount paid. To receive a partial refund a doctor's note must accompany the request. After the 1st month of the regular season, no refunds will be rewarded due to an injury.
- **No Refunds** - Once teams have been established and practices have started, at no time will refunds be granted for a voluntary withdrawal.

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## Refunds due to Health and Safety (2021-24):

- If a health/safety issue arises (similar to the COVID-19 pandemic) and the Diablo East CYO League season is canceled before the season start date (typically 1st week of Nov.) all registrations will be awarded a **registration refund**. Written requests will not be required if this occurs.
- If the season is canceled during play but before half of the games are played, written requests for **partial refund** equal to half the amount paid will be required.

### **Refund Request Submission Instructions:**

Please notify Garth Miner St. Agnes CYO Athletic Director ([garth.f.miner@gmail.com](mailto:garth.f.miner@gmail.com)) and/or Josh Ziegenbusch St. Agnes CYO Registrar ([jziegenbusch@athletics.com](mailto:jziegenbusch@athletics.com)), and send your written requests to this address:

St. Agnes Parish Office ATTN: CYO Basketball

3966 Chestnut Ave.

Concord, CA 94519

### **For All Online Payment Refund Requests**

- Processing fees may not be refunded
- Refunds are made back to the original payment source (*card, bank account, etc*)
- Refunds can take 3-5 days to process in the system

**Note:** St. Agnes CYO does not provide credits for future seasons and all refund decisions are at the discretion of the St Agnes CYO Board of Directors

### **Grievance Procedure**

Parents/guardians of SACBP participants who have a concern or grievance regarding the SACBP must follow the grievance procedure as outlined below. The goal of this procedure is to resolve issues quickly at the lowest level, following this chain of command:

- A. The parent/guardian must FIRST discuss the grievance with the team **coach(es)**.
- A. If after this, the grievance is still unresolved, the parent/guardian must discuss the grievance with the **Grade Coordinator**.
- B. If after this, the grievance is still unresolved, the parent/guardian must discuss the grievance with the **Coaches Certification Manager**.
- C. If after this, the grievance is still unresolved, the parent/guardian may choose to present the grievance to the SACBP in writing to the **St. Agnes CYO Basketball Board of Directors** % the **Athletic Director**. The Board will consider the grievance, within a reasonable time frame, and render a final decision.

## **Social Media Policy:**

The Oakland Diocese Catholic Youth Organization (CYO), as part of the larger community of faith in the diocese that embraces technology, recognizes the following:

- Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
- The values of dignity and respect for every person apply to all of our interactions with each other - in person at games, practices and events, or by virtual means
- Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our CYO community are contrary to the mission of CYO
- The Diocese of Oakland CYO discourages players, coaches, spectators and family members from using technology in irresponsible ways relative to their CYO participation
- CYO will hold all users responsible for their published words if they adversely affect individual teams, parishes and schools, leagues, sports officials, team members and families. Those affiliated with CYO who use technology in ways that are contrary to our mission will face disciplinary action, up to and including suspension/dismissal