

NOTRE DAME OF BETHLEHEM CYO

MISSION

The Notre Dame of Bethlehem CYO is an organization established to promote and sponsor athletic and cultural activities for students of the parish. The CYO will stress a Christian outlook on teamwork, good sportsmanship, and athletic and cultural development. In doing so, each participant will be encouraged to meet their full potential in athletic, cultural and academic areas. This organization also has a need to raise revenues to support the various athletic and cultural activities that are sponsored.

Article I – Name

1. The name of the organization shall be the Notre Dame of Bethlehem CYO, hereby referred to as CYO.
2. The CYO is authorized by the Notre Dame of Bethlehem School and Parish and is subject to its policies and those of the Diocese.

Article II – Purpose

1. To provide opportunities for participation in CYO athletic and cultural activities when resources permit and to promote an atmosphere of Christian values, learning and good sportsmanship.

Article III – Participation

1. Student Participation
 - a. All boys and girls who are registered members of the parish and/or attend the parish school or PREP are eligible to be members.
 - b. Each athletic participant must pay a registration fee (for each sport) established by the Board at the beginning of each year and submit a medical permission slip before participating in the first game or event.
You will not be permitted to participate in the games or events without them.
Any unresolved issues with a child, a coach or a parent must be made in writing to the CYO board during the season
2. Rosters shall be maintained by the Financial Secretary on a yearly basis.

Article IV – Election of Officers

1. The Executive officers shall consist of a President, Vice President Athletics, Vice President Cultural, Treasurer, Recording Secretary and Financial Secretary. No person may hold more than one Executive Office at any given time.
2. . New CYO Executive Officers shall be recommended by the current board and approved by Pastor. Installation of new offices will take place at the July board meeting. The Officers shall be appointed for a term of two (2) years. The President, Vice President Cultural and Recording Secretary will be appointed in even years and the Vice President Athletics, Treasurer and Financial Secretary will be appointed in odd years.

Article V – Duties and Responsibilities of Officers

1. **President** – The President shall preside at all meetings of the CYO and its Executive Committee and shall perform such duties as are designated by the CYO and ordinarily pertain to that office including but not limited to appointment of committee heads.
2. **Vice President Athletics** – The Vice President Athletics will preside in the absence of the President and when so acting shall have all the responsibilities and authority of the President. The Vice President Athletics shall have the responsibility for all athletic needs and shall perform other duties as usually required by the office of the CYO
3. **Vice President Cultural** – The Vice President Cultural shall have all the responsibilities for all cultural events and shall perform other duties as usually required by the office of the CYO
4. **Treasurer** – The Treasurer shall collect moneys of the CYO, maintain an accurate accounting of those funds, pay bills subject to the approval of the Executive Committee and render a financial report at each meeting. The CYO Financial statements shall be presented to the Parish Financial Secretary on a monthly basis.
5. **Financial Secretary** – The Financial Secretary shall assist the Treasurer in the collecting of membership fees to be turned over to the Treasurer, maintain accurate records of membership and shall perform other duties as usually required by the office of the CYO

- 6. Recording Secretary** – The Recording Secretary shall be responsible for calling the CYO meetings, shall attend and keep the minutes of same, and shall perform other duties as usually required by the office of the CYO.
- 7. Vacancy and Removal** – In the event of a vacancy, The Executive Committee shall recommend a candidate for election at the next or subsequent CYO board meeting. Any officer may be removed by a two-thirds (2/3) vote of those Board members, attending a meeting whenever it is deemed in the best interest of the CYO and the children it serves will benefit with concurrence of the Pastor.

Article VI – Amendments

1. Amendments to the Constitution must be presented in writing, to the Executive Board for comment and approval

Article VII – Committees and their Duties and Responsibilities

1. The Executive Committee shall be comprised of Executive Officers of the CYO and Committee Chairpersons. All members of the committee are voting members and have one vote per member, regardless of the number of positions they may hold. The executive Committee shall have full responsibilities over the CYO business. These shall include, but to limited to: coaches, team rosters, setting fees, approval of committee appointments, review of committee reports and recommendations concerning organization policy. Meetings of the Executive Committee shall be called by the President.
2. Standing Committees shall be chaired by a member of the CYO appointed by the President and approved by the Executive Officers. Chairpersons of all standing Committees shall report their findings and recommendations to the Executive Committee and, subject to their approval to the membership. All Chairpersons shall be appointed to a one (1) term and hold a position on the Executive Committee and be responsible to form their own committees if necessary.

Current Standing Committees and their responsibilities:

- **Equipment Manager**
(Vice President Athletics) Responsible for coordination of all Athletic uniforms and equipment.
- **Cultural Activities**
School Rep Responsible for coordination of all CYO cultural activities associated with the school (Spelling Bee, Academic Bowl, Declamation.) in conjunction with Vice President of Cultural Activities
- **CYO Rep**
(Vice President Cultural) Responsible for coordination of all CYO cultural activities not associated with the school (Poster Contest, , Talent Show)
- **Fundraising Coordinator** Responsible for coordinating and supervising all fundraising endeavors.
- **Communication Coordinator**
(Recording Secretary) Responsible for providing all information for school monthly newsletter, school & Prep announcements, Church Bulletin announcements and communicating activities of the CYO to the Parish including room reservations.
- **Banquet Chairperson**
(Recording Secretary) Responsible for coordinating the CYO breakfast and Mass.

Athletics - General Rules and Polices

Coaches

1. All coaches must be approved by CYO board
 - a. All coaches will be informed as to the CYO policy on:
 - i. Playing time
 - ii. Behavior
2. It is recommended that every team have a representative attend all CYO meetings during the time their sport is in season.
3. All team rosters must be submitted to the CYO Board for review before submitting to the league
4. Must be certified after one (1) year. (Diocesan Coaching Clinic)

Must be in compliance with the Diocese of Allentown Safe Environment Program. A minimum of 2 coaches or 1 coach and 1 compliant parent must be in attendance at all practices.

Team Rules

1. No player will be cut from any team unless approved by the CYO Executive Board.
2. Practices are limited to two (2) hours per day and no more than three (3) days per week. Sunday practices/games may not begin before two (2) o'clock PM.
3. **Participants are to arrive and leave practices on time.**
4. Practices are mandatory and coaches should be notified in a timely manner when a participant will miss a practice or game. If practices are routinely missed (with no excuse) or behavior is inappropriate, playing time will be affected.

Eligibility

All participants must be members of the parish and/or attend the parish school or PREP, pay the sport registration fee and submit a medical permission slip.

1. **Varsity Level** – 7th & 8th graders (6th graders – must be approved by the Varsity Coach, Parents of the child and the CYO Board)
2. **JV Level** – 5th & 6th graders
3. **Biddy Level** – 3rd & 4th graders
4. **Cross Country** – All grades
5. **Track & Field** – All grades

Splitting Teams

1. If more than one team is needed:
 - a. **Varsity B, JV and Biddy Level** – teams will be split evenly (both in number and ability). Playing time is guaranteed (see below).
 - b. **Varsity A Level** – A strong team will be formed attempting to keep 8th graders together. An independent election process will be used to determine A Level Varsity teams. Minimum playing time is not guaranteed but fair playing time is always recommended.

Playing Time

1. **Volleyball**
 - a. Varsity B and JV – Participants at a match will play a minimum of one (1) game. **Coaches will not play to win at the expense of playing time.**
 - b. Varsity A – Play to win and minimum playing time is not guaranteed, but fair playing time is always recommended.
2. **Cross Country**
 - a. All eligible players will participate
 - b.
3. **Basketball**
 - a. Biddy – Participants at a game will play equal amounts of time. **Coaches will not play to win at the expense of playing time.** Ex. Ten (10) players each must play twenty (20) minutes.
 - b. JV – Participants at a game will play equal amounts of time. **Coaches will not play to win at the expense of playing time.** Ex. Ten (10) players each must play twenty (20) minutes.
 - c. Varsity B – Participants will play a fair amount of time (one (1) quarter or ten (10) minutes). **Coaches will not play to win at the expense of playing time.**
 - d. Varsity A – Play to win and minimum playing time is not guaranteed, but fair playing time is always recommended.
4. **Track and Field**
 - a. All eligible players will participate.

Cultural - General Rules and Polices

1. Talent Show

- a. Open to 5th through 8th grade
- b. 5th & 6th grade winner
- c. 7th & 8th grade winner
- d. All participants must submit a medical permission slip

Each participant may have only one (1) entry in the competition of five (5) minutes in length.

2. Religion Award

- a. Open to 3rd through 8th grade
- b. Moderated through school

3. Poster Contest

- a. Open to Kindergarten to 8th grade
- b. Participants must follow the annual pre-established rules to qualify for judging.

4. Spelling Bee

- a. Grades 6th through 8th are eligible for District Competition
- b. 1st, 2nd & 3rd place winners for each grade
- c. First place advances to District Competition

5. Declamation Contest

- a. Open to 7th & 8th grade
- b. Girls Division and Boys Division
- c. Winner per division and grade
- d. Order of presentation is by random selection
- e. Participants must follow the declamation rules (published annually)
- f. Points awarded to Students who participate at the Diocesan level

6. Academic Bowl

- a. Open to 7th & 8th grade
- b. Participants are selected by moderators, based on test results
- c. Participants must follow District/Diocesan rules
- d. All Participants must submit a medical permission slip

Awards and Recognition

1. Points will be awarded based on participants and behavior not ability
2. Point System will be presented to each member at the beginning of every year
3. Each Varsity sport will award an **MVP** (Most Valuable Player) and **MIP** (Most Improved Player) **Award** at the annual awards ceremony. Each JV and Bidy sports will award an MIP at the annual awards ceremony.
 - a. If the coach cannot decide as to the recipients of these awards, the CYO board will assist.
4. **Jean Hamrick Award** – Awarded to 8th grade student that most exemplifies Christian beliefs and attitudes. Nominated by Varsity Coach and voted on by the 7th and 8th grade teachers and School Administration and the CYO board.
5. **Tom Schmidt Coaching Spirit Award** – Awarded to the Athletic coach that best portrayed Christian values, sportsmanship and teamwork while helping students to strive to be their best and improve regardless of their natural ability. Nominated by parents and voted on by the CYO board.

