

## St. Mary of the Assumption CYO Handbook

**Introduction:** This document is intended to act as a supplement to the CYO Athletic handbook of the Archdiocese of Washington. St Mary of the Assumption may choose to be more restrictive than the ADW in its policies but cannot be less restrictive. It will be necessary for a 2/3 majority vote of the SMA CYO board to propose adoption of this document and subsequent amendments to it. The Parish Pastor (or his designee) has final approval of the adoption of this document and any subsequent changes or additions to it.

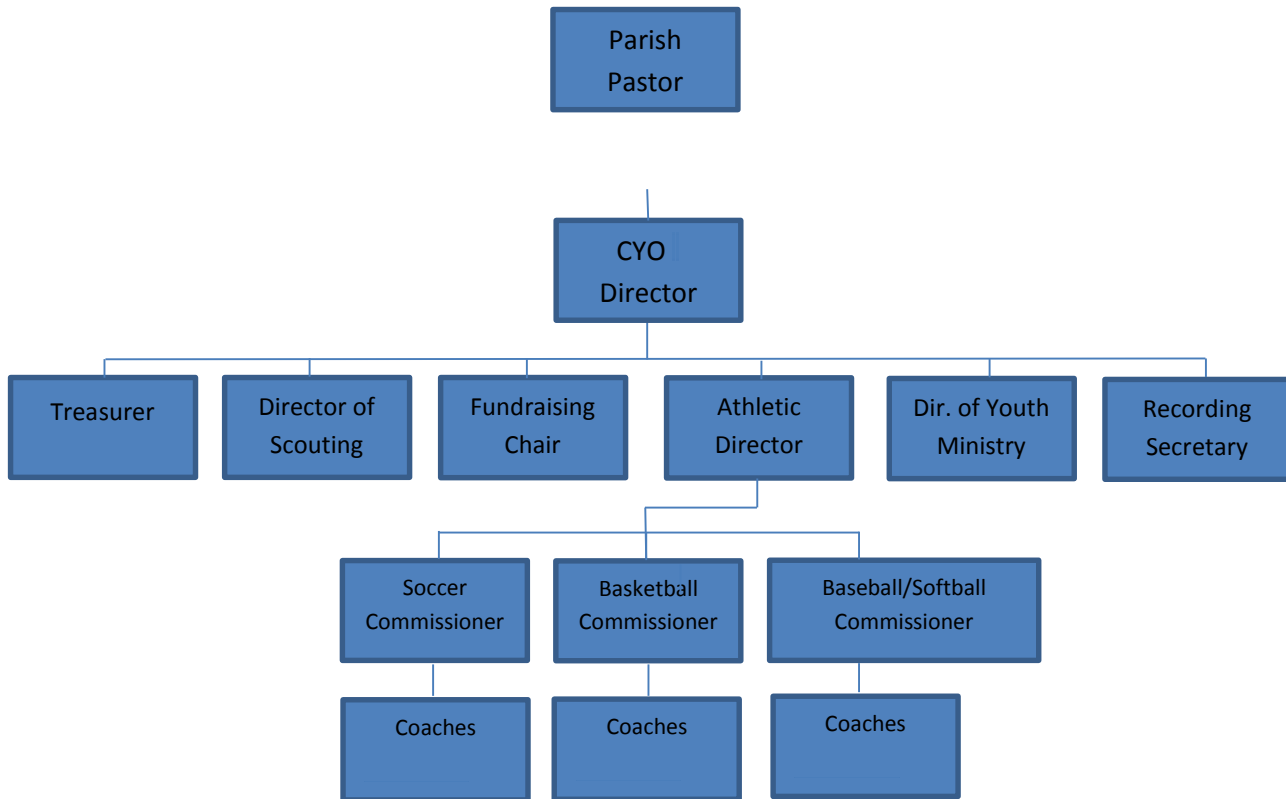
### **Definitions:**

- CYO: Catholic Youth Organization
- SMA: Saint Mary of the Assumption in Upper Marlboro, MD
- HSA: Home & School Association of St. Mary of the Assumption School
- ADW: The Archdiocese of Washington
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**Purpose:** The purpose of CYO Athletics, Scouting & Youth Ministry is to provide and promote recreational activity, which, by its nature will lead toward the development of Christian ideals in the youth served. The CYO is a parish organization and as such open to all members of St. Mary of the Assumption parish including those enrolled at Saint Mary of the Assumption School. Furthermore, any Saint Mary of the Assumption CYO activity is open to members of neighboring parishes and those enrolled at neighboring Catholic schools that do not sponsor that activity.



## CYO Structure and Board Positions



### The CYO Advisory Board will consist of the following positions:

- CYO Director
- Treasurer
- Director of Scouting
- Fundraising & Communication Chair
- Athletic Director
- Director of Youth Ministry
- Recording Secretary
- All Sports Commissioners

**Responsibilities and Roles:** All appointments will be for a one year period from July 1<sup>st</sup> to June 30<sup>th</sup>

**CYO Director:** Appointed by the Parish Pastor

- Serve as the Parish Pastor's Designee
- A member of SMA Parish
- Oversees all CYO policies to ensure the greatest participation of Parish youths

- Appoints Athletic Director, Fundraising Director, Director of Scouting, Treasurer, Recording Secretary and Director of Youth Ministry
- Set the dates and agenda for all CYO advisory board meetings
- Work with Parish Pastor and Parish Council to advance and grow all aspects of CYO
- Oversees all finances of CYO with CYO Treasurer, including setting the annual budget with the Parish and for each activity.
- Approve all expenses and purchases of CYO
- Serves as chairman of the Board of Advisors and represent CYO at Parish activities
- Serve as representative to ADW activities related to all CYO activities
- Oversee any appeals for disciplinary decisions of coaches and leaders
- Oversee appeals of coaches and team split decisions made by Athletic Director
- Work with Fundraising Director to ensure all events and fundraisers are planned, staffed and implemented
- Attend athletic events, scouting events and youth ministry events

**Athletic Director:** Appointed by the CYO Director with approval of the Parish Pastor. The Athletic Director will have reasonable knowledge of the sporting activities which SMA participates. Duties of this position will include:

- Oversee the development of the SMA Athletics programs
- Manage of all aspects Sports Pilot Registration System
- Sync team registrations and rosters with ADW
- Ensure all Athletic programs are in compliance with ADW rules and regulations
- Represent CYO Athletics at SMA School's back to school night
- In conjunction with each Sport Commissioner, hold one a parent meeting at the beginning of the season to inform parents of policies and to answer any questions
- Investigate, write and file injury and incident reports with ADW
- Address all parental complaints, conduct any necessary investigations, and make recommendations for any disciplinary action
- Engage neighboring Parishes and Catholic Schools to make aware or their eligibility to participate in SMA CYO activities
- Attend all ADW Athletic Director meetings
- Responsible for acquiring all fields and courts for each seasons athletics. This will include the usage of SMA gymnasium

- Approve and purchase sport equipment needs based on approved budget from CYO Director
- Work with Gymnasium facility director on for practice usage for all sports
- Work with Gymnasium facility director for opening/closing schedule for ADW usage during basketball season

**Commissioners:** Appointed by the Athletic Director with approval by the CYO Director and Parish Pastor. Duties of this position will include:

- Hold a sport specific parent meeting to inform parents of rules and policies related to sport including player evaluation, coach's selection, practice schedules, player conduct, and parent conduct. Should be held before sport evaluations
- Recruit and develop coaches
- Choose coaches with the approval of the athletic director
  - Coaches will be chosen before the sport evaluations
- Determine the number of teams and levels that SMA will participate in to ensure maximum participation of all youths in Parish
- Oversee the sport evaluation process at the beginning of each season
- Make team selections with the help of appointed coaches and sport evaluators
- Manage Sports Pilot team, player and uniform assignments in sports pilot
- Scheduling of court/field usage and practice times
- Determine equipment needs for sports teams and present to athletic director
- Ensuring the letter and spirit of all CYO rules, both Archdiocese and SMA, are followed
- Work with Fundraising Director to identify and implement at least one Sport specific fundraising event.
- Approve all scrimmages and tournaments recommended by coaches
  - For non-ADW CYO teams
    - Insurance must be approved by Parish office prior to final approval
    - Adult background checks must be approved by the Archdiocese CYO office
  - Inform Athletic Director of all scrimmages and tournaments with teams outside of SMA
- Ensuring player eligibility – age, parish, school

- Distribute to coaches and receive back from coaches all uniforms including recording uniform assignments in Sports Pilot
- Implementing all CYO policies for their sport
- Work with Archdiocese on scheduling games, rescheduling of games and playoff schedule
- Attend ADW sport specific meetings

**Scouting Director:** Appointed by the CYO Director with approval of the Parish Pastor.

The Director of Scouting oversees all aspects of SMA scouting, including troop certification. The Scouting Director will also have the authority to appoint Assistant Scout Masters as needed.

- Recruit and appoint Den Leaders
- Attend all Pack 416 and Troop 416 meetings
- Oversee all Scouting events, i.e. Pinewood Derby, Rain Gutter Regatta
- Develop new scouting activities
- Work with fundraising Director of Scouting fundraisers including the annual Wreath sale
- Implement all national scouting changes and be aware of national scouting policies
- Work with den leaders to oversee the Blue-Gold dinner
- Plan and implement all required scouting ceremonies
- Work with CYO Director to set budget for scouting year
- Determine and purchase all scouting equipment needs based on approved budget by CYO Director

**Youth Ministry:** Appointed by the Parish Pastor.

The Director of Youth Ministry oversees all aspects of the SMA Youth group ministry.

- Recruit 8<sup>th</sup> graders and recently graduated 8<sup>th</sup> graders to be active members of youth ministry
- Hold regular meetings with Youth group
- Try to integrate youth group as leaders and mentors of other CYO participants
- Attend all CYO Board of advisors meeting

**Fundraising and Special Events Chair:** Appointed by the CYO Director with approval of the Parish Pastor. The duties of the Fundraising Chair shall include:

- Working with Sports Commissioners to identify, plan and implement at least one sports specific fundraising event.
- Work with Scouting Director on all Scouting fundraisers, including the Annual Wreath sale
- Identify, plan and implement general CYO fundraising events
  - CYOpen – Annual Golf Tournament
  - Skate night
- Oversee concessions at basketball games in gymnasium
  - Schedule volunteers
  - Coordinate inventory purchases
  - Coordinate set up and cleanup activities
- Conduct at least two community building events during the school year
- Coordinate all Fundraising activities with SMA school and HSA to avoid conflict.
- Inform HSA Service hours coordinator of volunteers name and amount of hours they are to be credited
- Promote all CYO fundraising and community building events to the school and parish community i.e. Parish Bulletin
- Organize Annual CYO banquet in May

**Recording Secretary and Communications:** Appointed by the CYO Director and approved by the Parish Pastor. Since this will be a non-voting board member public comment will not be necessary.

- Keep official record of language for standing and proposed policies
- Keep official record of CYO board meetings, including votes and discussions
- Post meeting minutes on CYO website
- Maintain CYO website and twitter presence
- Post CYO schedule of games and activities on website, Facebook page and twitter

**Treasurer:** Appointed by the CYO Director with approval of the Parish Pastor

- Collects all CYO payments and fundraising funds
- Deposit all collected funds with Parish office
- Provide a list of registered families to the CYO Director and Parish finance director to charge in TADS
- Work with CYO Director on annual budget
- Reconcile financial accounts with Parish office

**Conflict of Interest:**

- All members of the CYO Board, Commissioners and Coaches must disclose any conflict of interest. Failure to do so may result in removal.
- Any CYO board member and coach must abstain from voting on or rendering a decision on any issue where they have a conflict of interest
- When a conflict of interested arises and an individual removes themselves from any decision, their duties on that matter will become the responsibility of the next highest CYO official.

CYO board members who are also Head Coaches or Assistant Coaches must remove themselves from any votes or discussions that affect their coaching status

## ATHLETICS

**Team Formation:** All player and sports team sign-ups will be through Sports Pilot:

<https://isis.sportspilot.com/register/family/default.asp?asoid=106205>

There will be a period for parents to sign-up athletes, dates will be provided in advance. That period will end at the end of evaluation period. At the end of that period athletes will be assigned to a team. Athletes signing up after the end of the two week period or after the maximum number of players on a team is exceeded will be placed on a waitlist. Every effort will be made to assign athletes on the waitlist to a team, but it is not guaranteed. Athletes on the wait list will be added to existing teams to bring them to optimum or be added to a new team along with existing team members to create a new team within the same league with the goal of creating teams of the optimal sizes and minimize the use of “floating” players.

Team Sizes	Minimum	Maximum	Optimal
Soccer (10U/12U)	8	15	12
Soccer (14U)	11	18	15
Basketball	7	13	8-10
Baseball/Softball	9	15	12-14

Athletes will not receive a uniform, nor will they be allowed to play, until (1) they are registered (2) have paid any previous fees or other arrangements have been made (3) have returned all previous uniforms (4) their Parents/Guardians have acknowledged the reading of parental guidelines by signature and (5) parents have signed SMA CYO Athletics Waiver (may be part of Sports Pilot registration).

All costs will be determined by the CYO Director based recommendation of the Board of Advisors related to ADW fees, equipment needs, uniforms and expected team sizes. Costs will be determined by sport and evaluated each season.

### **Record Keeping:**

- SMA CYO leadership may hold registration events during the two week registration period to aid parents. The CYO will maintain a website on the Parish website to ensure all Parish members have registration information available to them.
- A master list of all registered and assigned to a team will be created and maintained by the commissioner of each sport to keep track of player’s registration status, payments and parental guidelines signatures. The Sports Commissioner and Athletic Director will provide a list to the Treasurer for financial reporting and budgeting purposes.



- Registration fees will be handled via the TADS system used by the school.
- For those not attending SMA school, registration fees can be made via check and submitted to the Sport Commissioner.

**Uniforms:** Every team and player has the right to a uniform. All uniforms in a sport may be of the same. Uniforms may only be assigned to a team by Sport Commissioner only after the Athletic Director has confirmed registration, acknowledgement of Parental Guidelines and SMA CYO Athletics Waiver. **A \$50 deposit in the form of check is required for all uniforms.** The check will be returned when the uniform has been turned in. Any uniforms not turned in by 2 weeks after the last game of the season will be considered late and the deposit forfeited.

**Age Base teams:** The Diocese has moved to age based teams. A player's age, not grade is the primary determination of which team they will play on. The player's eligibility will be determined based on their age on December 31<sup>st</sup>. Players will only be permitted to register in their appropriate age category initially.

- Rookie Developmental League: Age 10U
  - Players under the age of 8 will be considered based upon size, skill & athletic ability.
- Junior Varsity: Age 12U
  - Players aged 11 and 12 will play be rostered on JV
- Varsity: Age 14U
  - Players aged 13 and 14 will be rostered on Varsity
  - High school students that meet the age requirements and are not involved in the same sport at the High School they attend are eligible SMA Athletics

Sometimes it is necessary for players to “play up” to the next skill level so that teams can be created in that league or because their skill level is so extraordinary that it is in their, and others they are playing with, best interest to play the next level up. The following criteria will be the basis of which player will be asked to play up.

- Size: The player should not be at risk of being injured by playing with opponents that are much larger, stronger or faster
- Skill: The player has demonstrated proficiency in the sport specific skills
- Athletic ability: The player has demonstrated general athletic ability, speed, dexterity & strength to compete at the next level.
- Need: If there is a need to ensure that a team will have the required amount of players

The above criteria will also apply to selection of players that will float up to another team.

**Evaluations:** Evaluations will be held during the two weeks between the beginning of registration and the beginning of practice. This coincides with the two weeks allowed by the ADW before the official start of practices for a specific sport. Before the beginning of registration the Sports Commissioner will identify possible coaches and assistant coaches. These perspective coaches along with the Sport Commissioner and at least one sport knowledgeable non-coach will form the evaluation team. Before evaluations start they will identify and define 5 to 10 skill sets related to the sport and methods for evaluating these skills. This list of skills may include intangible qualities such as esprit de corps, sportsmanship, etc., but there must be at least 5 physical skills related to the sport. The evaluation team will schedule a minimum of 2 evaluations for each level, although they are encouraged to schedule as many as possible during the two week evaluation period. This list of skills to be evaluated and schedule for evaluation is to be published in advance of the evaluations via CYO website. Each player is to be evaluated on each of the skills on a scale of 1 to 5. Any player not attending at least one evaluation session is ineligible to play. The evaluation team is NOT to rank the players relative to each other.

The entire evaluation team does not need to be present at each session, nor do they need to evaluate every player, but each player must be evaluated by a minimum of 3 members of the evaluation team.

No member of the evaluation team will be permitted to evaluate any player related to them.

In the future, this list of skills and methods for evaluating them may be defined for each sport and added to this document.

**Team Selections:** The Sport Commissioner in coordination with coaches and evaluators will be responsible for the final team assignments. The Athletic Director will have work with the Commissioner to ensure each player and team selection is made in the best interest of the individual player and all the players in the program.

**Dividing teams:** There are situations where enough athletes to form two teams at the same level. When dividing a group into two teams the following guidelines will apply.

- Grade level is not an acceptable method for dividing teams, i.e. putting all 5<sup>th</sup> graders on one JV team and all of the 6<sup>th</sup> graders on the other.
- According to the Archdiocese Supplemental Rules, if there are multiple tournament teams at the same level. Players should be divided according to skill.
- Players' skill, experience and level of involvement (dedicated to improvement vs. social involvement) will be considered when creating two teams.

- No preference will be made for a child of a coach

**Coach Selection:** It shall be the commissioner of the sport to arrange and choose coaches for all teams in his/her sport. Previous coaches should be considered before others. The Head Coach will select all Assistant Coaches. The Sport Commissioner will have final approval of all Assistant Coaches. Selection of all coaches will be based on the following criteria:

- Head coaches must be at least 21 years old, all Assistant coaches must be at least 18 years old
- Demonstrated knowledge of the Sport
- Demonstrated positive coaching skills
- Demonstrated respect for players, parents and officials
- Demonstrated that he/she values self-restraint, fair-play and sportsmanship above winning
- Be people of faith and be willing to share their faith with players at appropriate times
- They should be actively seeking a closer relationship with Jesus and a better understanding of His teachings
- Involvement in parish activities other than athletics, and a good family life be a part of the regular life style of our coaches
- See themselves as a Youth Minister involved in a process which challenges, enhances, enlightens, and strengthens

He/she emphasizes success as something more than a final score or team record

**Concussion Training/First Aid:** All Coaches are required to take online concussion awareness training as well as first aid training. The CYO leadership will arrange at least one per school year of each. If a coach has taken the training elsewhere, the will need to provide proof of attendance to the Athletic Director.

**Coaches Responsibilities:** All Coaches are required to be VIRTUS Certified, be in compliance with the Archdiocese of Washington Child Protection Policy and acknowledge their responsibilities by signature of SMA CYO Coaches Responsibilities document. All coaches will be required to take ADW required coaches training course if it is implemented for the coming year. Also, coaches are expected to...

- Facilitate prayer before and after any CYO event
- Put the wellbeing and safety of all players first, this includes the opposing team
- Appoint a parent representative to control our spectators at practices, games and all CYO events
- Coach in a positive manner; reflecting Christian values

- Establish high standards of conduct and behavior for the team
- Let Commissioner know of any equipment needs including safety equipment
- Inform the Sports Commissioner and Athletic Director of any necessary safety measures
- Report any injuries or incidents to the Sports Commissioner and the Athletic Director, immediately
- Know, understand and follow all ADW and SMA sport specific rules and policies including those on minimum playing requirements, rosters and conduct
- Encourage good sportsmanship
- Develop skills of all players
- Provide equal opportunity for all who desire to play
- Lead by example showing respect for all officials, participants and spectators.
- Remain at practices, games or any other CYO event to act as guardian to all players until a parent or legal guardian has picked them up
- Recruit and develop Assistant coaches in order to sustain the program
- Work with sport Commissioner to determine rules of conduct for team players and parents
- Hold at least one informational meeting to inform parents of any team policies in advance, within the first two weeks of official practice
- Work with Sports commissioner to schedule practices
- Appoint a team manager, if desired, in order to communicate regularly with parents and players
- Must have at least one other adult at practices at all times
- Coordinate after care sign out with parents
- Coordinate scrimmages and tournament play with Sport Commissioner
- Collect all uniforms at the end of season and return to Commissioner

**Coaches Conduct:** The following is taken from the Archdiocese Athletic Handbook and SMA Policies. Due to the severity of its nature it is included in this document.

1. PROBATION - A coach may be put on probation by the CYO Office at any time for cause detrimental to any players or to the CYO program. Cause may include, but is not limited to: abusive language, poor sportsmanship, running up a score, not following Parish guidelines or inability to control his/her team.
2. SUSPENSION - A coach may be put on suspension by the CYO Office for continual failure to follow the SMA and ADW guidelines, and failure to abide by decisions of the SMA athletic leadership. Being ejected from a game by a referee or umpire will be a one game suspension from coaching (no appeal), a second ejection will be a season long suspension from coaching. If a coach on probation does not improve his conduct,

he/she may be suspended immediately by the Commissioner until a review of the suspension and coaches actions by the Athletic Director. . The coach will be given every opportunity to justify his conduct and can appeal any suspension to the CYO Director and Pastor. The length of the suspension will depend on the action involved.

3. PERMANENT EXPULSION - Incidents involving conduct of a serious nature could result in permanent expulsion from CYO coaching and possibly result in criminal charges being brought against the coach. Examples would include but not be limited to the following:
  - Drinking or using drugs during practices, or on the way to, from, or at games.
  - Knowingly allowing players to drink or use drugs during practices, or on the way to, from, or at games.
  - Reckless or careless driving to and from games.
  - Physical abuse of players, spectators, or referees during a game (starting a fight, hitting or punching an opponent, coach, or referee
4. A coach suspended in a season who, after returning to his team, breaks another rule, which would warrant suspension, will be expelled from coaching in the CYO.

All decisions of probation and suspension shall be that of the sport's Commissioner with a review by the Athletic Director for appropriateness. All reviews will be completed within seven days if possible. All appeals to the final decisions of the Athletic Director be made to the CYO Director and Parish Pastor.

All decisions of expulsion from coaching in the CYO program will be made by the Athletic Director with an immediate review by the CYO Director. All appeals will be made to the Parish Pastor.

The inclusion of this section is in no way intended to take away from the importance of any other aspects of the Archdiocese Athletic Handbook, nor will excuse any CYO participant, coach or board member from adherence to all Archdiocese policies.

**Participant Conduct:** All athletes, scouts, and participants in CYO activities are expected to:

- Treat teammates, coaches, opponents, and officials with respect; shaking hands before and after a competition
- Respect the judgment of officials and abide by the rules of the competition
- Accept the responsibility for representing the school and parish of Saint Mary of the Assumption by displaying positive behavior at all times
- Respect coaches' time by actively participating and listening
- Participate in the true spirit of Sportsmanship and encourage teammates
- Never yell at or ridicule any participant for making a mistake or losing a competition

- Never engage in unsportsmanlike conduct with any official, coach, player or parent such as taunting; booing; refusing to shake hands or use of profane language or gestures
- Play in a positive manner, reflecting Christian values. Do not bait or taunt opponents

**Parents Conduct:** Parents with children in any CYO activity are expected to:

- Not force a child to participate in any CYO Activity
- Understand that CYO is extracurricular and should not interfere with their child's education or well being
- Inform the coaches of any physical disability or ailment that may affect the safety of their child or the safety of others
- Learn and respect the rules of the game and policies of the league
- Be a positive role model for their child by showing respect and courtesy for all coaches, officials, opposing teams and spectators at every game practice or other CYO event
- Not engage in unsportsmanlike conduct with any official, coach, player or parent such as taunting; booing; refusing to shake hands or use of profane language or gestures
- Not ridicule or yell at any child or other participants for making a mistake or losing a competition
- Respect coaches' time by dropping off and picking up children for practice, games or any other CYO event on time
- Understand team practice is not a child care program, at no time should parent leave children not on team at practices without parent or guardian supervision
- Supervise siblings of participants and not allow them to interfere with games, practices or any other CYO event and they will not allow them to play on the stage, under the bleachers in the hallway or the Family Life Center
- Work with coaches on sign out of players from After Care program
- Understand all coaches and leaders rule and policies including those on playing time, practice expectations, arrival times, and player conduct
- Respect the officials and their authority during games and will never question or confront coaches at a game, and will take the time to speak with coaches at an agreed upon time. At such time, either the coach or parent may request the presence of Sports Commissioner and/or Athletic Director.
- Refrain from coaching their child or other players during games and practice
- Participate in 5 volunteer hours to support CYO including fundraisers, events and concessions

**Practices for Athletics:** Head coaches will have control of the content of practices and be responsible for all activities during a practice. They will responsible for the behavior of all

Assistant Coaches. Furthermore Head Coaches will ensure the following are followed at all SMA CYO practices and all team events:

- At least two VIRTUS Certified Adults present at all times
- Coaches are expected to stay with all children until they are picked up by a parent or legal guardian.
- Coaches will follow all Archdiocese and SMA policies regarding child protection. Failure to do so will result in immediate removal from all CYO programs; this is a zero tolerance issue.
- All visitors must be in compliance with SMA CYO policy (see Visitors section below)
- Any closed practices must be approved by the Sports Commissioner and be communicated to the parents. Closed practices will not apply to the Sports Commissioner, Athletic Director or Director of CYO.

**Meetings for Scouting & Youth Ministries:** The Scouting Director and Director of Youth Ministries will have control of the content of their respective meetings and be responsible for all activities during them. They will be responsible for the behavior of all assistants. Furthermore they will ensure the following are followed at all SMA CYO meeting and events.

- At least two VIRTUS Certified Adults present at all times
- Directors are expected to stay with all children until they are picked up by a parent or legal guardian.
- For Scouts in Tiger and Wolf Dens, parents/guardian must stay and attend all activities
- Directors will follow all Archdiocese and SMA policies regarding child protection. Failure to do so will result in immediate removal from all CYO programs; this is a zero tolerance issue.
- All visitors must be in compliance with SMA CYO policy (see Visitors section below)

**Tobacco use of any kind at CYO events is prohibited:** Anyone using tobacco at a SMA CYO event will be asked to leave.

**CYO/School Interaction:** Even though the CYO and School are separate entities, they should collaborate when appropriate for the best interest of the student-athletes. CYO activities are to be considered extracurricular activities and should never be placed above the education of the student.

**Disciplinary:** If a student is suspended from school for any reason, they are suspended from practicing that week and the suspended from the next scheduled game. This will continue as long as the school suspension is in place. The CYO suspension will be lifted immediately after the regularly scheduled game following the end of school suspension.

**CYO Banquet:** Instead of every sport holding an awards ceremony, there will be all CYO inclusive awards dinner. At this dinner, awards will be handed out, acknowledgements given to Scouting and Youth Ministry members and any championship banners will be raised in the gym. The CYO Dinner will be planned by the Director of Fundraising and Special Events.

**Fundraising:**

- Every Sport is expected to have at least one
- Must be approved by leadership
- Sport Specific VS. All of CYO: funds usage

**Visitors:** Any adult supervising any children at any SMA CYO event or parish facility must be VIRTUS certified or have documentation of another background check approved by the Archdiocese of Washington. Furthermore, anyone supervising non-SMA CYO participants at a parish facility must provide proof of the level of insurance required by the parish office in advance.

**Team Parties:** Team parties and other outings are not forbidden. However, in the spirit of unity, it is recommended that all team members be invited to any event. Furthermore, parents should not expect any coach to suggest, organize or fund any team activities outside of practice and games. This is to be covered in each parent meeting held by the Athletic Director.

**St. Mary's Trademark & CYO Logo:** The SMA CYO logo may not be used in anyway without permission from the board. Any entity wishing to use the SMA CYO logo must petition the CYO board in writing including an accurate visual representation its intended use. It will require a 2/3 majority of voting members and approval of the Pastor in order for it to be used.

**Removal from Position:** Should an issue arise that may require the removal of any CYO member or coach, the Director of CYO will investigate the matter and present the findings to the CYO board and Parish Pastor. In the event the individual in question holds the position of CYO Director, the investigation will fall onto the Athletic Director. The individual in question will not be allowed to vote due to conflict of interest, nor will any board member with a conflict of interest. The vote by the board will be a recommendation to the Pastor. The pastor will have the final decision on removal. All CYO board members and coaches serve at the pleasure of the Pastor of Saint Mary of the Assumption and as such only he may have them removed at his discretion.

**Approved: St. Mary of the Assumption CYO Board of Director's, July 2015**

**Approved: Pastor - Father Thomas LaHood, July 2015**