

# Archdiocese of Milwaukee CYM Basketball League

## 2010 Handbook

League Director:

Pat Seubert

(414) 217-7965

[cymbasketball@hotmail.com](mailto:cymbasketball@hotmail.com)

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## Introduction

C YM 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."

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.

# **Structure of the League**

## **CYM Basketball Oversight Committee**

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

1. Consist of the following trustees: Chairperson, Secretary, and Treasurer. These officials will be elected by the Oversight Committee and serve for staggered terms of two-years.
2. The Oversight Committee will consist of not less than three (3) voting members and not more than nine (9) voting members. No more than one (1) member per parish will be voting members of the committee. A representative of the Archdiocese of Milwaukee will serve as a non-voting member of the oversight committee.
3. The Oversight Committee will establish specific rules and procedures for the CYM Basketball League; resolve disputes not currently covered by league rules; and administer the league.

## **Basketball League Director**

The League Director is responsible for the day-to-day operations of the CYM Basketball league and coordinates the registration process, athletic facilities, scheduling, standings, officiating, and other miscellaneous aspects of the league. The director works under the direction of the Oversight Committee to ensure the quality of the program and a safe environment for all participants. The director is a voting member of the League Oversight Committee.

## **Parishes**

CYM sports are 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 sports programs.

## **Other Adults (Parents and Spectators)**

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

## **Archdiocese of Milwaukee Youth Ministry**

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

## **Policies and Regulations for Athletics**

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

### **Alcohol/Drug/Tobacco Policy**

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

### **Code of Conduct for Youth & Coaches**

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

### **Medical Insurance & Medical Release Forms**

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

## Participation in CYM Basketball

**A parish team is composed of parish members.** However, in the rare event that parishes need to combine to field a team, the parishes involved **MUST** put the request in writing and submit the request to the League Director before the team registrations are accepted. The League Director will present the request to the Oversight Committee, which will determine whether to approve a combined team. A combined team that does not gain prior approval from the Oversight Committee will be considered ineligible.

Examples of situations in which combined teams might be requested:

- Parishes that share religious education programs may request a combined team.
- Neighboring parishes with too few high school youth to field their own teams

To initiate combined teams:

Teams involved **MUST** put the request in writing and submit the request to the League Director before the team registrations are accepted. Once the request has been approved, the team will be allowed to participate in the CYM Basketball League. A combined team that does not gain prior approval will be considered ineligible.

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

1. A parent/guardian must be registered members of the parish.
2. The student must: Attend parish religious education classes regularly or attend a Catholic High School.
3. If possible, seniors should 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.

A team may include a limited number of non-parish players. Non-parish players are high school students who do not meet all of the requirements listed above.

Players living at home must play for the parish at which their parents are registered members. In order to play for another parish, the player must obtain a waiver, available on the League Website. The waiver must be signed by a representative (coach or CYM Coordinator) of the parish to which the parent(s) are members and submitted to the League Director. Written permission must be granted for participation with a different parish team. Completed paperwork must be submitted to the League Director before participating in any game.

A player who has participated as a non-parish member on a team in a previous season will not automatically be eligible for the upcoming season. A player must renew his/her eligibility following the procedures indicated above. Obtaining permission to play is the responsibility of the player.

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

## Practice

Archdiocesan policy states that:

- a. There is to be NO practice or competition without competent adult supervision. An adult is a person who is 21 years of age or older. The rule of "two" outlined in the section titled *Supervision of Minors* should be honored.
- b. There is to be NO practice or competition during the hours the involved student's parish 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.

## Transportation of Minors

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

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

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

## **Safety Considerations for Coaches**

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

### **Safe Environment**

In compliance with the *Archdiocesan Safeguarding All of God's Family* program, **ALL Coaches and Assistant Coaches MUST** have participated in the *Safeguarding All of God's Family* training **before the start of any practices or games**. Contact your parish for details or contact the Archdiocese of Milwaukee. Coaches only need to attend one time to fulfill this requirement.

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

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

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

## Supervision of Minors

- When involved in parish/school events, minors must be supervised at all times. Only responsible adults, age 21 or older, shall be allowed to function in an independent supervisory capacity with minors in any parish/school program. Adults between the ages of 18-21 may assist in the supervision of minors when in a joint relationship with an adult supervisor over the age of 21. Minors under the age of 18 may assist with activities involving other minors, but shall not have supervisory responsibilities. In addition, all such personnel shall have appropriate skills, qualifications, training, and orientation to supervise minors.
- There is to be no practice or competition without the supervision of two competent adults. At least 2 adults should be present during practices. A coach or adult supervisor may not leave the facility until all minors under their supervision have departed or their supervision has been transferred to a parent or other responsible adult.
- Adults need to be aware of their own and the minor's vulnerability when working with minors. For the safety of coaches, adults are discouraged from being alone with a young person in any situation. This includes locker rooms, gyms, cars, before or after practice and games, etc. Do not place yourself in the position of having to answer to suspicion or false allegations of misconduct. In every instance, a team approach should be considered. Most activities should involve the "rule of two;" that is, two adults and two youth as a minimum participation in an activity.
- Physical contact with minors can be misconstrued by both minors and other adults, and should occur only under appropriate public circumstances. One-on-one interactions between an adult and a minor should always occur in a public environment and with the knowledge of another adult supervisor. No one-on-one counseling, spiritual direction, etc. should occur in a supervisor or minor's personal living quarters.
- Adults may not provide any sexually explicit, inappropriate, or offensive material to minors. Possession or use of these types of materials by minors will not be tolerated.
- Coaches are responsible for maintaining accurate paperwork for each player. Medical Release/Liability Waivers and Player Code of Conduct Forms MUST be in the possession of the coach at each practice and game.
- Coaches are **strongly encouraged** to make sure that appropriate first aid supplies and other medical equipment are available at all practices and games. Do not assume that • the school or parish will have supplies readily available.
- Coaches are responsible for making sure any spilled blood is cleaned up properly. For specific instructions and procedures, contact the host parish for training on dealing with blood borne pathogens.
- If a phone is not available at the gymnasium, a coach should bring a cell phone to practices and games.

## **CYM Basketball Rules**

## **CYM BOYS' AND GIRLS' BASKETBALL RULES**

The CYM Boys' and Girls' Basketball Leagues will follow the most current and official game rules as adopted by the Wisconsin Interscholastic Athletic Association (W.I.A.A.) with the exceptions and/or additions found below. The rules apply to youth, 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 and coaches are responsible for seeing that all rules are followed.

### **GAMES**

1. **Starting Time:** Teams should be ready to play on time. A 5-minute grace period will be allowed. A second 5-minute grace period will be granted if the opposing coach consents. The 1st half will then be played as a 13 minute quarter. **Warm up:** There will be at least a five-minute warm up time before each game.
2. Games will be played in two eighteen (18) minute halves, with the first sixteen minutes of each half running on a continuous clock. The clock will be stopped only for time-outs, injuries and at the indication of the referee(s). In the final two minutes of each half, the clock will be stopped on all whistles and substitutions. There is a five minute rest between halves.
3. **Time-Outs:** Each team is allowed two full (1 Min) timeouts and one 30 second timeout per half. No banking of timeouts will be allowed.
4. In case of a tie, the game will go into 3 minute overtime periods, until the tie is broken. The clock will be stopped only for time-outs, injuries and at the indication of the referee(s). The clock will stop on all whistles, free throws, and substitutions. One additional full time out will be added to each team with each overtime period.
5. **Game Balls:** Each team must provide a playable basketball. The referees will decide which ball or balls to use as the game ball. Teams must bring their own practice balls.
6. Teams ahead by 20 points or more may not press in the back court. The clock will run continuously for the last 2 minutes.
7. **No Dunking** or grabbing the rim or net at any time, before, during, or after the game. Penalty for violation/ will result in technical foul, a one game suspension, and a fine.
8. **Forfeits:** After two forfeits, the team will be removed from the league, will forfeit all remaining games, and will not participate in tournament play. All monies paid to the league will be non-refundable.
9. **Uniforms:** There are NO illegal numbers in CYM between 0-99. All players must have a basketball jersey or shirt with numbers on the front and back, (preferably 4" on front and 8" on the back). All team members must be wearing IDENTICAL JERSEYS. Jerseys will be tucked in at all times. Undershirts are permitted and all team members must wear the same color undershirt. All team members must wear MATCHING SHORTS. Sweatpants, cut-offs or spandex are NOT allowed. If a team has a single color for their shorts and a player's shorts have a small logo (no larger than 2") or a single stripe (no larger than 1/2"); that player will

not be considered out of uniform. Players not wearing a matching uniform will be considered out of uniform and will be given a technical foul counting as both a personal and team foul. Two points will be awarded to the opposing team FOR EACH PLAYER OUT OF UNIFORM and the ball out of bounds. The penalty will be assessed when the player who is deemed out of uniform enters the game. The "out of uniform penalty" will be assessed only once per player for that game.

10. Protests: NO GAME PROTESTS! THE OFFICIAL'S CALL WILL STAND.
11. Postponed Games: In the event of an unforeseen circumstance or severe weather, games will be postponed. The League Director will determine the need to postpone scheduled games. An attempt will be made to contact all coaches so the coaches can call their team members.
12. Rescheduling Games: There will be no rescheduling of games. Coaches must take care to include requests for retreats, dances, and other dates that will conflict with the game schedule.
13. Games Day: Games will be played Friday evenings, Saturday afternoon and evenings, and Sunday afternoon and evenings.
14. Tournaments are played over two weekends at the end of the season. Regular season rules apply. This is a single elimination tournament.

## **TEAMS**

15. Team Size: The size of the team is the decision of the coach. A complete roster must be submitted to the league at the beginning of each season.
16. Coaches: Coaches are to see 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.
17. Player sign-in: A coach must submit a legible roster with the players' names and numbers prior to every game.
18. Parish Affiliation: Players living at home must play for the parish at which their parents are registered members. For clarification regarding collaborating parishes and non-parish players, please refer to page 7.

**GIRLS LEAGUE:** A team may not have more than 3 Non-parishioners on a team.\*

**BOYS LEAGUE:** A team may not have more than 2 Non-parishioners on a team\*

\*This will be reviewed on an annual basis and is subject to change based on the number of teams participating in the league.

19. Player Eligibility: (Please refer to the section in the Handbook titled "Participation in CYM basketball" for additional information).

**Junior League:** Players should be registered in 11<sup>th</sup> or 12<sup>th</sup> grade during the season.

**Cadet League:** Players must be registered in 9<sup>th</sup> or 10<sup>th</sup> grade during the season.

**NOTE:** Players may play up a level, but NO players may play down a level.

## **PLAYERS**

20. Player Registration: Each player must have a registration form on file with the League Director before the start of the first game. Players may be added to the roster until the start of the first team game. Any player in High School who is 18 or 19 years of age and living at home must have a parent sign the registration form.

21. 5 PLAYER RULE: Any team with only 5 players on the team will be allowed to add one (1) player to the original roster for the remainder of the season with the following provisions:

- a. This additional person will need to abide by all league rules, submit all required paperwork before being allowed to play, and be eligible for play within the age specifications for the league in which participation is requested.
- b. The additional player may not have played in any other organized league during the current school year including, but not limited to high school leagues, other CYM teams, and club basketball leagues.
- c. There is an understanding that the 5 remaining players and the one new player will comprise the team for the rest of the season. The other members of the team who are not participating for the remainder of the season for whatever reason WILL NOT play in any of the remaining games and/or in the tournament.
- d. The League Director must be contacted indicating the team's intention to add one additional player. A list of the remaining 5-team members and one additional member are submitted to the League Director prior to participating in the first game.

22. Participation on other teams: Any player who has been on a high school roster at any level, and that team has played a game within the current season, the player may not participate in CYM basketball.

23. Player Identification: Coaches must have a copy of each player's registration sheet at each game. Players must bring a valid high school ID or driver's license to each game. Players without an ID will be asked to sign the back of the score sheet along with his/her coach to vouch for the player's identity. Player identification will be verified, following the game.

24. Team Captain(s): Each team should have at least one team captain. Additional captains are allowed at the discretion of the team.

## **SPORTSMANSHIP**

25. Code of Conduct: Players and coaches are expected to read and abide by their respective Code of

Conduct found at the end of this handbook. Failure to act in accordance with the Code of Conduct could result in the consequences stated in each code.

26. No Foul Language: A technical foul will be given for inappropriate language. Referees will determine appropriate or inappropriate language. Two technical fouls of any kind will result in an ejection from the game and/or from the gym. There will be a one game suspension to be served the next scheduled game. A fine of \$25.00 (twenty five dollars) will be assessed on any person ejected from a game. A player or coach may not participate in CYM Sports until the fine is paid to the league. REFEREES AND GYM SUPERVISORS ARE TO REPORT PLAYER(S) OR COACHES IN VIOLATIONN OF THIS RULE.
27. Verbal Abuse: Verbal abuse (including taunting, degrading comments, and other verbal attacks) will not be tolerated before, during or after a game. The offending coach or player will receive a one-game suspension and will be fined \$25. After the second occurrence, the coach or player will be ejected from the league for the remainder of the season.
28. Physical Assault: Any fighting or physical attacks before, during, or after a game will result in immediate expulsion from the league for the remainder of the season.
29. Physical Assault of a Game Official: Physical assault of an official carries a penalty of a minimum of 12 months suspension upon determination of the guilt of the offending party. The League Oversight Committee will determine guilt and determine the length of the suspension. Until that determination is made, the offending party is immediately suspended from participation in CYM Sports. Reinstatement as participant in CYM Sports must be appealed through the Oversight Committee upon completion of the penalty.
30. Coach Penalties: Any coach ejected from a game will be fined \$25.00 to be paid to the league before participating in any additional games. After the second occurrence, a coach will be ejected from the league for the remainder of the season.
31. Player Penalties: Any player ejected from a game for any reason will incur a suspension of one game from the next scheduled team game. After the second occurrence, a player will be ejected from the league for the remainder of the season.
32. Fines: All fines must be paid prior to participating in any subsequent games.

## **MISCELLANEOUS**

33. Length of Season: The regular season consists of a minimum of 8 (eight) games followed by the tournament or 10 games when there is no tournament.
34. League Fees: All fees for regular season and tournament games are due at the time of team registration.
35. Lost or Stolen Items: Host gyms or the CYM Sports League are not responsible for lost or stolen items. Visitors are not allowed in the locker room areas.
36. Refunds: Refunds will NOT be made to any team after the schedule has been posted. A \$100 fee

will be assessed for a team pulling out prior to scheduling. This rule also applies for tournament games.

37. League Awards: Each team placing first in their division will receive a banner for the parish/gym. Each player on these teams will receive a T-shirt.
38. Tournament Awards: Individual T-shirts will be given for the final four teams in each tournament. A banner will be given for the first place team in each tournament.

## **GRIEVANCE PROCEDURES**

### **Protests of Current Rules:**

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

### **Protests in a Game:**

As specified in the rules, there will be NO PROTESTS - THE OFFICIAL'S CALL WILL STAND.

### **Procedure for Situations NOT Covered by Current Rules:**

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

1. E-mail or phone your grievance using the guidelines below to the League Director. Include the following information:
  - The nature of the problem
  - Recommendations for action
  - Contact information for any parties involved in the matter
2. Upon receipt of a written grievance, a member of the Oversight Committee will contact the involved parties to review the matter in further detail.
3. The Oversight Committee will discuss the matter by email, phone or in person and make a decision regarding action. The decision of the Oversight Committee is final.