



Catholic Charities | Parish Services

Youth & Young Adult Ministry and CYO Office

TO: Pastoral Designees
FROM: Al Hoehn, Frank Bova, and Noelia Melendez
RE: CYO Guidelines on Completing Paperwork
DATE: January 31, 2002

Please note the following are CYO guidelines on completing paperwork:



1. An entry form is required to be completed for sport team entry confirmation. Head coach information is imperative. Pastor and pastoral designee signatures are required as well. The appropriate sport fee must also accompany this form. The entry fee and deadline date are indicated on the entry form. Sport season deadline dates are also listed in our CYO calendar and sport rulebook inserts. Parish teams that do not have a completed entry form submitted by the sport entry deadline may not be considered for scheduling.
2. An eligibility roster is required to be completed for each sport team entered. This form must be completely filled out including student exam dates. Pastor and pastoral designee signatures are required on these forms. Partial or incomplete eligibility rosters will not be accepted. The CYO office only needs the top white sheet. Your parish keeps the NCR copies for your files. Note that computer-generated rosters will be accepted as long as they resemble our CYO form and the exact wording and information are on your form. If you would like a copy from the CYO office done in Word 2000 contact Noelia at 1-877-843-6200.
3. \$12 per student participation fee is required to be submitted with the eligibility roster on the proper sport deadline.
4. A coaches roster listing the head coach and all assistants is required for each sport team and must be submitted on the proper deadline.
5. An attestation form is required for each sport team and it must be signed by the parish checker who is verifying that all the students physicals were reviewed and that they are current.
6. A special request application is required for all students that are not parishioners of your parish but will be participating on your sport team. All signatures including both parish priests, pastoral designee (athletic director), coaches, parents, and the student must be signed on the form. This form must be submitted with the eligibility roster on the appropriate sport deadline.

Your cooperation in following these guidelines will enable our office to continue providing you and your parish with quality programming.

If you have any questions regarding these guidelines, contact Noelia Melendez at 1-877-843-6200 ext. 14 or (440) 324-6200 ext. 14.

An Integrated System of Catholic Health and Human Services
2136 North Ridge Road, Elyria, Ohio 44035-1241 tel (877) 843-6200 • (440) 324-6200 fax (440) 324-3500