

## 2005-06 Regional Roster Procedures

1. All rosters are to be reviewed by the league commissioner and the regional board prior to being sent to:

The Office for Youth & Young Adults (a.k.a. CYO Office)  
222 N. 17th Street  
Philadelphia, PA 19130

2. All league fees are to be approved by the regional board and all funds are to be presented to the Regional Coordinator of Finance. He or she will then deposit the league's funds into the Regional Account and cut one check, to be sent to the CYO Office. The region is responsible for parishes which are not paid in full.

3. Roster distribution:           White - CYO Office  
  Yellow - Commissioner  
  Pink - Regional Board  
  Gold - Return to Coach

\*If you choose to use an electronic version of the roster, it must list the same exact information required of the four-part carbon roster in order to be considered complete. The CYO Office must receive the original, and all of the other parties listed above must receive a copy.

4. 2005-2006 Roster Fees:

Grade School & High School (Varsity & J.V.) - \$35.00 per team  
Regionally sponsored "B" (Parish) teams - \$10.00 per team

5. Attached Forms:

- Each roster must be accompanied by a Coaching Eligibility Card
- Each child who does not attend the parish school must have an Athlete Eligibility Affidavit attached to the roster
- Each league must be accompanied by a Commissioner's Checklist

**We will not accept:**

- 1) Rosters and fees submitted directly from a parish
- 2) A league's rosters with more than one check per league
- 3) Incomplete rosters (missing signatures, information, attached forms, etc.)

6. Any roster received by the CYO Office after the established roster deadline will eliminate that team from all Archdiocesan tournaments/events. Commissioners are instructed to forfeit all violating teams' games from the roster deadline until the completed roster is presented to the league commissioner.

8. Archdiocesan Tournament spots will be assigned based on the number of rosters presented to the CYO Office by the established roster deadline. Only fully completed rosters with corresponding fees will be counted.

9. All signatures imply the party has thoroughly reviewed the roster for accuracy of information and compliance with the rules established in the CYO Athletic Ministry Handbook. An issued check for the league by the region implies that the Regional Board has also reviewed the roster for accuracy and compliance.