

## 2009-2010 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 and Young Adults  
Attn: Athletic Ministry/CYO Sports Department  
222 N. 17<sup>th</sup> Street - Suite 200  
Philadelphia, PA 19103

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:  
  
(1) copy is sent to the Athletic Ministry/CYO Sports Department along with a check. (\$50.00 per regional team and \$30.00 per parish team)  
(1) copy is retained by the sport commissioner.
4. Attached Forms:
  - Each league roster submission must be accompanied by a Commissioner's Checklist

### We will not accept:

- 1) Roster 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.
7. 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.
8. 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.

**Commissioner Checklist**

**ROSTER DUE DATE:**

Girls \_\_\_\_\_ Boys \_\_\_\_\_ Region \_\_\_\_\_  
 Varsity \_\_\_\_\_ JV \_\_\_\_\_

**Signatures**

<b>CYO/Team</b>	<b>Online Approval Parish AD</b>	<b>Pastor's Athletes' Eligibility Sign-off</b>	<b>Pastor's Coaches' Eligibility Sign-off</b>	<b>Fees Rec'd</b>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____
19. _____	_____	_____	_____	_____
20. _____	_____	_____	_____	_____
21. _____	_____	_____	_____	_____
22. _____	_____	_____	_____	_____

**NOTE:** This form must be submitted with all completed Pastor's Athletes' and Coaches' Sign-Off forms along with Regional fees. All Regions that submit individual checks will have the entire package of rosters returned. (Example: 10 teams X \$50 = \$500. One check for \$500 should be attached).

If you have any problems collecting forms or fees, contact Brian Hanlon at [bhanlon@adphila.org](mailto:bhanlon@adphila.org) or 215-965-4638, Carol Beausoleil at 215-965-4638 or [cbeausol@adphila.org](mailto:cbeausol@adphila.org), or Vince Drewicz at [vdrewicz@adphila.org](mailto:vdrewicz@adphila.org) or 215-219-2641.

Commissioner Name (*print*) \_\_\_\_\_ Initial \_\_\_\_\_ Date: \_\_\_\_\_