



Registrations/Billings

Last Revised on August 01, 2023

Registrations:

Prior to the schedule being produced and published, it is the responsibility of each Athletic Association to provide (by a deadline prescribed by the CYM Director of Youth Sports and published at the preseason meeting or via email) the following data:

- **Team Confirmation & Divisional Alignment Form** – this form will explain the number of teams expected for your parish/school and the divisions they would like to be placed in. This is NOT a guarantee that the team(s) will be placed in these divisions.
- **Parish/School Conflict Forms** – this form will describe the parish/school conflict, the date of those conflicts and the teams that will be impacted by those conflicts. The CYM Office will do its best to avoid those conflicts when scheduling athletic contests. Please speak to the parish to capture confirmation classes, graduations, etc.
- **Gym/Field Availability Form** – this form will dictate when your parish/school field or gym is free to permit the CYM Office to use it to schedule games. This form should also indicate whether other non-parish/school teams can play at your field/gym or if all contests must include one of the parish/school teams. The more we can have flexibility to put two other teams there, the better off we will be for scheduling.

Billings:

The CYM Office will establish program fees for each sport. These are subject to change each year and will be based on the associated costs per sport. Registration Fees per athlete will also be administered. These are costs associated with the online registration system, including maintenance and website management. Invoices will be distributed to each parish/school once rosters have locked for that season. It is expected and required that all invoices are paid in full before the end of that sports season.

Parishes/Schools will be responsible for a team program fee once the registration forms are submitted to the CYM office and used for schedule purposes. If a parish/school needs to withdraw a team during the preseason or during the season, the parish/school must still pay the program fee associated with that team.

Payments must be made from an account bearing the name of the parish/school. Checks from individual businesses or persons will not be accepted without the direct approval from the CYM Director of Youth Sports.

Beginning with the 2023-2024 program year, the CYM Office may administer fees for the following:

- Parish/School team forfeits game without enough notice to cancel officials
- Parish/School team has non-rostered players/coaches participating in the athletic contests

Related Policies:

9.5 No team will be admitted to any CYM League unless the proper registration form(s) is submitted by the deadline as established and published by the CYM Office. ²²⁰⁰

9.5.1 A parish/school is responsible for a team's registration fee once the team is entered into the season (at the time registration forms are submitted). If a team withdraws during the preseason or the season, the parish/school must still pay the team's fee. ²²⁰¹

9.5.2 No parish or school may register teams for an upcoming season unless all outstanding bills have been paid for any prior seasons. The CYM Director of Youth Sports must approve any request for an extension. ²²⁰²

9.5.3 Payment for an athletic invoice to the Office for Catholic Youth Ministry must be paid from an account bearing the name of the parish or school. Personal checks or checks from businesses will not be accepted without approval of the CYM Director of Youth Sports. ²²⁰⁴