

## IV. COACHES

### A. Coaches' Eligibility

1. All head coaches and assistant coaches must be approved by the parish pastor/al leader.
  - a. All candidates for CYO coaching positions (both head and assistant) over the age of 18 are required by Diocese of Toledo Policy to be electronically fingerprinted. The Bureau of Criminal Identification and Investigation (BCI) will perform a criminal background check which will be forwarded to the Office of Catholic Youth & School Services. Coaching candidates must receive a favorable BCI report in order to coach.
  - b. Any coaching candidate who has lived outside of Ohio within the past five years must also have a FBI fingerprinting background check.
  - c. More information and fingerprinting services are available through the Office of Catholic Youth and School Services.
2. Any head coach under the age of 24 must meet with and receive written approval from the parish pastor/al leader and/or the parish athletic director. This letter must then be kept on file at the parish office and a copy must also be forwarded to the Diocesan CYO office.
3. All head coaches and assistant coaches (including high school students serving as coaches for service hours) are required by Diocese of Toledo Policy to successfully complete an initial safety orientation and training program approved by Ohio Parks and Recreation. (See Appendix III for a current schedule).
  - a. The initial course is effective for one calendar year (12 months).
  - b. The initial course offered by the CYO includes the "Protecting Youth & Those Who Serve Them" workshop on the Diocesan Policy on Response to Child Abuse and Adult Sexual Misconduct. If a coach has already completed this educational session (within the past year), he/she need not repeat the course. A certificate of completion must be presented in order to be excused from the session.
  - c. If a coach completes an approved certification program other than those offered by the CYO office (e.g. NYSCA) he/she must submit a copy of the certificate received upon completion of the certification class to the CYO office and **MUST** also attend the Diocesan workshop on "Protecting Youth & Those Who Serve Them" before they are eligible to coach in the CYO program.
  - d. All coaches must be presented with, and acknowledge by signing, the "Expectations For All Who Minister To Youth" form. This will be reviewed at all CYO Initial Certification & Re-certification sessions.
  - e. The initial course must be followed annually by a three hour course.
  - f. If a coach fails to maintain their current CYO Coaches Certification by attending an annual three hour course of instruction, the coach loses his/her eligibility to coach in the CYO and must again attend an initial course which includes the "*Protecting Youth & Those Who Serve Them*" workshop.
  - g. A CYO coaches' name tag and lanyard will be issued from the CYO Office to any coach who satisfactorily completes the course *requirements*. This name tag and lanyard **MUST** be worn by all CYO coaches at all games, meets and contests and is prima facie evidence of safety training.
  - h. The CYO will not accept any type of certification program which allows an individual to send in money to renew their coaching certificate. All coaches must attend an approved renewal class every twelve months *to* have their coaching status remain current.
  - i. Successful completion of this orientation program became mandatory in the Diocese of Toledo CYO programs prior to the start of the 1997 CYO basketball season.
4. All head coaches and assistant coaches must sign a CYO Coaches' Code of Ethics and submit it to the CYO Office prior to the deadline set for the sport. (See Appendix IV). This document will be signed at all CYO coaches' certification sessions.
5. Teams may be coached by either men or women.
  - a. If a man coaches a girls' team, a female must be present at each CYO game and practice to supervise locker room facilities.
  - b. If a woman coaches a boys' team, a male must be present at each CYO game and practice to supervise locker room facilities.

**A. Coaches' Eligibility (continued)**

6. Coaches should be evaluated at the end of each season. This process should include input from the players' parents and the athletic board at the parish. The results of the evaluation should be shared with the coach in a timely fashion and steps for improvement should be outlined if necessary. In the event that the removal of the coach is necessary the coach should be given an opportunity to speak with the parish athletic director and/or parish athletic board before a final decision is made. Once a final decision is made it must be shared with the coach in writing. The CYO Office must be forwarded any correspondence regarding the removal of a coach from his/her coaching duties to be kept on file. If a coach is removed from his/her coaching duties either by the parish or the CYO office, they are required to turn their current coaching lanyard back to their parish athletic director or the CYO office.

**Remember that although coaching in the CYO program is a volunteer job that takes much time, it is a privilege NOT a right.**

**B. Coaches' Pre-Season Responsibilities**

1. Coaches must attend either the CYO initial certification class or the re-certification class as appropriate for his/her standing in the program and obtain team entry forms, team roster forms, coaches' handbooks, coaching lanyard (with name tag) and other information.
2. Coaches must submit the team entry form prior to the stated deadline for the particular sport, including any legitimate special scheduling requests of which the CYO Office should be aware. (See Appendix V). Coaches are encouraged to submit this form to his/her parish athletic director, as the team fee is required to be submitted with this form. Athletic directors are encouraged to submit all team entry forms and team fees together to the CYO Office prior to the stated deadline.

Teams meeting the team entry and fee deadline are guaranteed a spot in the league. After deadlines, entry is on an "as-space is available" basis. Teams withdrawing from the league forfeit the entry fee paid.

3. Coaches must submit to the athletic director or sports commissioner a player/parent contract for each player listed on the team roster before he/she is eligible to play. This form must be signed by the player, his/her parent, coach and physician. An annual physical examination and signature from a medical examiner (Physician [M.D., D.O., or D.C.], Advanced Nurse Practitioner or Physician's Assistant) is required for ALL participants in the program. (See sample contract - Appendix X). If an athlete submits a physical form with a doctor's signature, other than the one provided by the CYO, it should be attached to the CYO form which includes the signature of a parent and all other required information.
4. Coaches must submit the following paperwork and required fees to the CYO Office prior to the deadline for that particular sport in order for his/her team to be eligible to participate in any CYO athletic league. (See a sample "Coaches' Checklist" - Appendix IX).
  - a. A completed team roster (See sample roster - Appendix XI). In order for a roster to be accepted, all items must be completed (including the signature of the parish pastor/al leader). The official CYO roster form **MUST** be used; other computer generated lists will not be accepted unless they contain all of the information which is required on the official CYO form. This is needed to confirm that those players and coaches listed on the roster meet the eligibility requirements of the CYO athletic league.
  - b. Coaches must submit required player fees (See 2010-2011 Fee Sheet - Appendix XII). Parents should pay individual player fees to the parish or coach, who should then submit one check for the entire sum. Individual checks will **NOT** be accepted.

**NOTE:** Both items listed under #4 (a. team roster & b. player fees) **MUST** be turned in to the CYO Office prior to the set deadline for the particular sport. Failure to comply may result in forfeiture of the team's first scheduled game. All paperwork and fees must have been submitted to, and found to be complete and acceptable by the CYO Office.

**B. Coaches' Pre-Season Responsibilities (continued)**

5. Coaches must establish an emergency plan for practice site(s) and review it with all other coaches who will be present throughout the season. (See sample "Emergency Plan" form - Appendix VII).
6. Coaches must distribute, collect and review all emergency medical forms before the first practice. These forms must be in the coach's possession at each game and practice. It is recommended that copies of these forms be made and that each coach carry a complete set for all team members. This is a safety issue in the event that the head coach is late to arrive at practice or is unable to attend a practice. If any special needs or medical conditions are noted by parents on the completed emergency medical form, coaches must ask the parents to explain what emergency might occur and what actions or precautions should be taken. (See "Emergency Medical Authorization" - Appendix VIII).
7. Coaches must meet with parents of his/her players prior to the start of each season. This could be done with the other parish teams on the same night so that parents with more than one child in the program would have only one meeting to attend. (See "Parents' Meeting" - Appendix VI).
8. Head coaches must distribute the league schedule to all assistant coaches and team members once it is posted on the CYO web site. It is the head coach's responsibility to educate all those associated with the team where they can find all pertinent information (schedules, standings, rules, etc.) on the CYO website.

**C. Coaches' General Responsibilities**

1. Coaches must understand they are a role model to the youth on their team. (See Appendix XIII - "Suggestions to Coaches/ The Coach as a Role Model").
2. Coaches are responsible to know and understand the rules for the sport they are coaching and to teach these rules to their players both in the letter and in the spirit. National Federation High School rule books may be purchased through the National Federation website ([www.nfhs.com](http://www.nfhs.com)).
3. Coaches are responsible to conduct themselves in an orderly fashion and with proper bench decorum. Coaches must always set a good example for the players and spectators to follow.
4. Coaches must respect the integrity and judgment of game officials. Treating them with respect, even when not agreeing with their judgment, will serve to create a positive impression of both the coach and team.
5. Coaches should display modesty in victory and graciousness in defeat.
6. Coaches are responsible for the conduct of their assistants, players, parents, and spectators.
7. The greatest challenge of a youth coach is to develop the players on their team into better Christian people who will make their family and parish community proud.
8. A coach must never underestimate the influence which they have on their players.

**D. Coaches' Transportation Liability**

1. Coaches who, with the permission of the parish leader, transport youth athletes to an approved parish or diocesan function are not personally liable for injury or damage occurring at the function unless:
  - a. they actively approve or participate in a specific act or omission causing the injury or damage,
  - b. they later ratify a prior act of omission or another with full knowledge of the event,
  - c. or they are involved in willful or intentional misconduct.
  
2. If a personally owned automobile is used for any parish or diocesan related transportation purpose, it is recommended that the driver should be at least 21 years of age (the age of 25 is preferred) and provide his/her own bodily injury and property damage insurance and show his/her valid driver's license and insurance policy information to the parish/diocesan leader upon request. The leader may also require that the person younger than the recommended minimum age produce a copy of his/her traffic record to show that they are a responsible driver, if there is any question.