

# **CYO ATHLETIC COACH'S CHECKLIST**

(to be completed before each season)

- \_\_\_\_\_ Attend the coaches' pre-season organizational meeting sponsored by the CYO Office.
- \_\_\_\_\_ Attend the coaches' initial certification class or the re-certification session as appropriate.
- \_\_\_\_\_ Obtain coaches' lanyard with name tag insert provided at completion of certification.
- \_\_\_\_\_ Complete fingerprinting/criminal background check process.
- \_\_\_\_\_ Obtain current sport-specific handbook and become familiarized with CYO rules.
- \_\_\_\_\_ Set-up a meeting with the players' parents to review deadlines, schedules, parental & coach's expectations.
- \_\_\_\_\_ Distribute and have collected (prior to the first practice and in possession at all games/practices) a current Emergency Medical Authorization Form for each player.
- \_\_\_\_\_ Complete the Emergency Contingency Plan form in case of accident for each potential practice site.
- \_\_\_\_\_ Submit to Parish Athletic Director/Sports Commissioner prior to set deadline:
  - \_\_\_\_\_ team entry form for each team, including any special scheduling requests;
  - \_\_\_\_\_ completed player & parent contracts for each participant
- \_\_\_\_\_ Submit to CYO Office prior to set deadline:
  - \_\_\_\_\_ completed roster (of players/coaches), including parish pastor's signature/approval;
  - \_\_\_\_\_ completed Coach's Code of Ethics (signed & dated by coach);
  - \_\_\_\_\_ Team Fees;
  - \_\_\_\_\_ Player Fees
- \_\_\_\_\_ Make copies of completed emergency medical authorization forms for all assistant coaches
- \_\_\_\_\_ Distribute the season's schedule to all team members and assistant coaches once it is posted on the CYO web site [www.toledodiocese.org/index.php/cyo](http://www.toledodiocese.org/index.php/cyo). 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.