

1. **REGISTRATION** on Team Sideline - [General](#) Directions for TS
 - a. Create Teams on TS then add players to each team's roster by the deadline given by manager. [INSTRUCTIONS](#).
 - i. Advise former coaches to reach out to players to sign up on time.
 - ii. Send out a flier to your parish / school newsletter
 - iii. Every Team needs a Head AND at least 1 Assistant coach. Advise coaches to have 3 in case of emergency. Coaches should never be alone at practice with players. CYC will allow 1 coach for games. Get coaches early- you may have to email parents of players telling them the team will not happen without a coach to express need.
 - iv. If coaches coach multiple teams, you need them to register as a volunteer on the parish site once for every team. 3 teams = 3 registrations
 - v. You may have minors help coaching if it is approved by Marc Langhauser marclanghauser@archstl.org
2. **TEAM APPLICATION FORM**
 - a. Fill out the Team application **form** and turn in to the appropriate manager by deadline.
 - i. If your team is 5th-8th grade, declare if each team is in the competitive or rec league (trying for playoffs or not) May be helpful to let coaches know which teams were in which leagues the previous year if they are having trouble deciding.
 - ii. Make sure coach contact info is accurate.
 - iii. Make a spreadsheet with all of your coaches names / contact info for your Head Ref in case of emergency / cancellation / etc.
3. **COACH AUTHORIZATION FORM**
 - a. Fill out by deadline and turn into your Parish Safe Environment Coordinator for your parish. (Ask Athletics Board President for this contact info)
 - b. On form you will need to verify that every coach is compliant. If their coach ID does not show up on registration, email them to ask for it.
 - i. See this [SITE](#) for necessary training for each coach with Dates
 1. Protecting God's Children
 2. Prevent and Protect Training
 3. Play Like a Champion - [Training](#) Dates
 - a. This is needed for 5th-8th grade but any coach can take it and NOT have to take CTMAPD (coaching coaches)
 - ii. Check Compliance for each of your coaches. This link is on the site above and can be found [here](#) If they are not compliant, email them with deadlines. They cannot coach the first practice without the training.
 - c. If your coaching authorization form comes back with coaches that are non-compliant, you need to fill out another form when the non-compliant coaches complete training. They need to be approved by coordinator before the first practice. You may have to send several forms over until ALL coaches are compliant.
 - d. It is your responsibility to ensure your coaches are compliant by first practice.
4. **COACH CONFLICT FORM**
 - a. Ask each coach to fill out the form by deadline.

- b. Acceptable Parish Conflicts - These need to be on the conflict form before season
 - i. 1st Communion, Confirmation, Graduation, Luke 18, 8th Grade Trips, High School Day (6th,7th, 8th), Boy/Girl Scout Camps, Parish Picnic, Fall Festival, Parish Golf Tournaments
- c. Lay Director should reach out to the Principal, Parish Calendar Contact, President of Athletic Association, anyone else impacted for these dates before turning in forms.
- d. Tell Coaches to reach out to a few parish parents / players to ask them if they are missing anything

5. FIELD / GYM AVAILABILITY FORM

- a. Fill out this form by deadline and send to Bob Wendel at bobwendel@outlook.com.
- b. MAKE SURE to add on this sheet PARISH events that your players should be free for / not be scheduled to play a game. For example - Parish Picnic weekend. Put this somewhere on the form +++ALL players should not have a game scheduled...etc
- c. Reach out to President of AA, Parish contact, to sit down with the calendar to get black out dates, times the facility can start games, must end games, weekends that are not open, etc.

6. GAME ROSTERS

- a. Every team needs a paper or electronic picture roster. Check your team's picture roster as well as every team you have - [Directions](#). Each roster should have pictures for every player and coach along with the Coach ID. IF Coach ID is missing email Marc (above). If players have Red X and say suspended, the parents have not uploaded a photo on TS and/or they have not paid the \$5 fee for the online CYC card. Contact parents to have them upload pic / pay \$5.
- b. Open your team site for each team - see directions above- and connect your schedule to the team site - you can search for it by entering your team name exactly as it appears on your team site (QAS-3B-Smith) and for the Org - enter CYC

7. CANCELLATIONS / FORFEITS

- a. For Reschedules - if it is your gym, work with your head Ref to find a date and time to reschedule. Send options to both coaches. Once decided, send league, grade, time, place to your manager.
- b. If there is a forfeit, contact your manager with the information so they can update TS

8. OTHER

- a. Have a meeting with all of your coaches / assistants before the season starts to go over...
 - i. Practice Times / Days
 - ii. Gym Equipment
 - iii. Door Codes
 - iv. Make sure everyone is compliant
 - v. Talk to them about being kind to refs, They are young, we need them etc
 - vi. Parents and coaches represent the school
- b. Send the rulebook - [SITE](#) - to your coaches
- c. Send your schedule to the concession person so they can have game signups
 - i. Make sure to tell them about cancellations when season starts so parents aren't showing up to work