



AD BEST PRACTICE MANUAL

This manual does not provide an exhaustive list all of the requirements of a parish/school athletic director in CYO Athletics. Instead, this document lists ideas, formats, samples and things to consider for meeting the requirements of leadership at the parish or school level of CYO Athletics. As such we are reliant on the input and content from those at that level of leadership. Some of this content comes from staff and volunteer leadership at the archdiocesan level, some from your colleagues at the parish or school level. If you have an approach that has worked for your program or a topic that you feel should be added, please share with us. This manual will be edited from year to year and is intended to serve as an evolving tool for those who lead in the administration of CYO Athletics in the Archdiocese of Seattle.

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LEADERSHIP AND GOVERNANCE MODELS

CYO Athletics is a program that is dependent on volunteers. It is important that the responsibility and obligations at the parish or school level are shared so that an effective program is sustainable over the long term and is consistently seen as a vital part of the parish or school youth ministry with broad ownership in and participation from the community. Shared leadership and governance also ensures checks and balances and representative thinking in decision making throughout the program. Also, it may be difficult to get one individual to volunteer for the entire list of duties of the athletic director. It may be easier to recruit several volunteers to hold different areas of responsibility that meets individuals' availability and suitability. It is helpful for recruitment if these duties satisfy required service hours.

In programs where the athletic director is paid staff, the reliance on volunteers may be lessened but a parish or school CYO Athletics board or commission to assist and support the athletic director in their duties is still encouraged.

The composition of any leadership group depends on the individual parish or school.

BASIC OUTLINE OF STRUCTURES OF LEADERSHIP AND GOVERNANCE

- Archdiocesan CYO Athletics Leadership and Governance – see ***Administration in CYO Athletics Manual***
- Athletic Director + Board or Commission
 - Board or Commission – should be representative of the parish/school community
 - Potential positions on a board or commission:
 - Sport Coordinator for each sport – oversees sport – can be split into multiple positions – boys/girls or groupings of age groups
 - Gym Coordinator – gym schedule and gym monitors
 - Equipment Coordinator – purchase, distribution, collection, storage of uniforms
 - Secretary – manages communication of CYO Athletics board or commission
 - Treasurer – manages financial responsibilities – accounts for CYO Athletics, works with bookkeeper to make deposits, cut checks
 - Parish Liaison – works with parish staff and communicates with parish community and outreach for participation
 - Web site/communications – manages website as means for communicating about CYO Athletics as well as registration for those that do online registration
 - Additional duties of leadership that may or may not be incorporated into duties by other parish/school staff, board or commission members or simply be additional support positions in the athletics program that volunteers with a particular skill set
 - Registrar – processes registrations

- Photography – coordinate team pictures and photos for website, promotional materials
- Awards and recognitions – coordinates player and coach recognitions at the local level and/or nominations to the archdiocesan awards program
- Service coordinator – connects teams with service projects in the parish or school community and beyond
- Mass coordinator – works with parish or school liturgy committee to incorporate masses for athletes/teams into the parish/school liturgy schedule

SUCCESSION PLAN

It is never a good idea to leave a program without a plan for who will take over. The best way to make a seamless change in leadership is to identify a quality, organized person who understands and lives out the CYO philosophies. Usually, for the sake of consistency choosing a successor from a lower grade who will be around for a lengthy period of time is best.

- Once this person has been identified, they should shadow the existing AD in their last year so the new AD can understand and experience all that is required both from the CYO Athletics office, and what needs to take place in their individual program.

RECRUITING VOLUNTEER REFEREES

YOUNGER GRADES

- K-4th grades Soccer, 3rd and 4th Grade Basketball and 4th Grade Volleyball.
- A consistent volunteer for all home games your team plays is best.
- Recruit well in advance to the season, and have the volunteer referee come to a pre-season practice to teach the kids what to expect – use this as an opportunity to scrimmage (even with another team if appropriate) and provide practice for officials as well as the players.
- Ideally, an assistant coach on the team can referee the home games, but a competent parent also can work, if you can count on them to be at every home game.
- Communicate to your coaches that they are responsible for finding a referee, but be there with ideas to help them if they have trouble.
 - Contact parents to see if one of them or an older sibling or other relative can volunteer – have a check box on the registration form
 - Contact Coordinator of Youth Ministry to see if there is anyone needing service hours in Youth Ministry, Confirmation program, etc.
 - Contact Service Coordinator at local High School (Catholic or otherwise) to see if there are students who need volunteer/service hours
- Basic training that a volunteer referee needs:

- Printout of applicable CYO Athletics specific rules – review with them before game day – always have a laminated copy at the scorer’s table
- Check with CYO Athletics website/staff about JV Jamboree, 3-on-3 Jamboree or other opportunities for on court/on field learning and additional resources
- Court/field time (ideally in practice setting) prior to game day
- Mechanics and communication protocols for game officials on game day

WHAT IF THE REFEREE DOESN’T SHOW UP?

- Prepare all of your coaches for the possibility that there won’t be a referee at the game.
- All coaches should have a whistle with them, in case they have to referee the game themselves.
- Coaches should have a plan for this ahead of game day: prepare to know which assistant coaches or parents may be able to step in to referee in an emergency, and the coach should communicate with those individuals before finding themselves in need of a referee.
- Clear communication about how game officials should be treated and accountability for those that do not do so will create an environment where individuals are more likely to step up as necessary.

RECRUITING COACHES

For the most part recruiting coaches takes early identification of ideal candidates and persistence in asking them to participate. In particular, asking parents if they would like to coach. However, there are some ways in which an AD can help themselves to recruit coaches.

- Check boxes on the registration of the child to see if the parent would be willing to coach.
- Advertising in the parish bulletin and the school newsletter that coaches are needed.
- Asking parents of the kids who they think would be a good coach for their kids.
- If the parish/school has a specific CYO Athletics website, advertise the need for coaches, and allow them to sign up through the website.
- At beginning of the year meetings with parents, and end of the year celebrations announce the need for coaches for the upcoming year, and take sign ups then.
- If parents need to volunteer to achieve a certain amount of volunteer hours, offer coaching as a way to get those hours. It may be necessary to work with school administration to ensure that coaching in CYO Athletics counts.
- Speak with your outgoing 8th graders each year, and ask them if they would like to be coaches in the future. This will also help them with high school volunteer hours if they need them.
- Referrals from other coaches, and word of mouth suggestions.

- At games for one sport talk to parents and ask if they would be willing to coach for the upcoming sport. EX: During soccer, ask if anyone is willing to coach basketball.
- Retention of coaches who are positive quality examples for the kids is important. Throughout the season AD's will want support their coaches by continuing to affirm the work they are doing, why they are doing it, and be a resource for their coaches so they can continue to improve, and feel needed, and appreciated. Please see Appendix A for a sample letter which is an example of what AD's can do through the season to continue to connect with their coaches and reaffirm why they are coaching kids in CYO Athletics.

TRAINING COACHES

COACH CERTIFICATIONS

- Encourage coaches to explore training opportunities. Local sports organizations offer various coaching licenses for a number of sports. Soccer in particular has a vast network of licenses appropriate for coaching different age groups.
- It is not required but it would be prudent for you to require all coaches to receive First Aid and CPR training prior to coaching.
- You don't necessarily need CYO Athletics coaches to have any sort of coaching licenses, but you could consider having certain requirements for coaches coaching your oldest kids, or who have been coaching the same group of athletes for a number of years.
- If you have some coaches with no sports coaching experience/certifications, try to pair them up with assistant coaches who have experience/certifications.
- The American Sport Education Program (ASEP) has sport specific books for coaching the technical aspects (developmentally appropriate skills and drills) of the sport. Available on the NFCYM book store website at <http://store.nfcym.org/shop/pc/viewCategories.asp?idCategory=14>; where purchases support the National CYO Sports (NCYOS) organization.
- Review the Sample Summary of Coach Training Requirements on the [Resource](#) page of the CYO Athletics website for more information about trainings required of all CYO Athletics coaches.

SCREENING COACHES

AD's will want to not only make sure they have coaches for each team, but also the right coaches. AD's will need to make sure each coach has completed the following requirement.

- Background check – this should be conducted through the parish office for all adults volunteering or working in parish programs.
- Safe Environment Training – Called to Protect sexual abuse training should also be coordinated through the parish, and must be taken within 90 days of first contact with youth in all Catholic parish programs.

- Play Like A Champion Today Training – CYO Athletics coaches trainings for all coaches who have coached at least one CYO Athletics sport. Coaches will not be allowed to coach past one season if they have not taken this training.
- In addition to all these mandatory requirements AD’s will want to make sure through either personal experiences, or through word of mouth from other coaches and parents, the coaches they are choosing understand and will live out the CYO Athletics philosophies with the kids they are coaching. A coach who is overly concerned with winning, or has the potential for questionable language, behavior, etc. with the kids, parents, other coaches, or officials should not be coaching in CYO.

EVALUATING COACHES

There are several ways to evaluate your coaches after the season, and while they are in place to know if an AD has the right coaches in place.

- Attend a practice or two, as well as a game to see how the coach performs in both instances.
- Talk with the coach during the season to see if they need help with anything.
- Have player and parent evaluations in the middle and end of the season to gauge how things are going/went.
- Surveys are available from Play Like A Champion Today® for both parents and athletes that can be used as a teaching tool for coaches to assess their season from those perspectives. They are in the appendix of the manual received at the PLACT in person training and if submitted to the University of Notre Dame for their research purposes, can be processed for the parish or school that submits them. You can also use Online Surveys for Parents and Athletes (athletes will be required to get signed permission to take the survey using the permission form found in Appendix B)

Parent Survey - <http://www.surveymonkey.com/s/PlayLikeAChampionParentPostSeasonSurvey>

Athlete Survey - <http://www.surveymonkey.com/s/PlayLikeAChampionAthletePostSeasonSurvey>

PARENTS AS PARTNERS

“The PLACT program views parents as essential partners, while recognizing the challenges and complexities of the parent-child and parent-coach relationship. Parents love their children and want the best for them. When working with parents, we can build on that love and together realize the potential of Catholic youth sports program” – PLACT manual, p. 54

PRE-SEASON PARENT MEETINGS –

- This is an important opportunity for coaches and parents to get on the same page and discuss the team culture in order to best serve the young athletes. There are many ways to accomplish this. This meeting can take place with or without the athletes being present. If

they are going to be present, it is a good idea (depending on the age group) for them to be able to share their thoughts in some capacity about the upcoming season:

- If time with coaches ahead of the meeting is possible, it can be effective to have players work with coaches to come up with team expectations and share with the parents the agreed upon commitments of the team;
- Even if time advance of the meeting is not possible, with a little prompting, players can still share:
 - **Their hopes for the season:** What are you most looking forward to? What will success look like? What do you need from me as your coach?
 - **Their expectations of their parents:** What do you need from your parents on game day? What do you need from your parents on the day of practices? How can your parents' best support you and your teammates this season?
- It might be most feasible to have a large meeting at the beginning of each sport season with parents and coaches where the athletic director or other board/commission members communicate about the overall philosophy of the program and then individual teams do break outs to discuss their individual teams
- In order to use existing events to reach parents, it may make sense to incorporate a presentation on the sports program in the parish as part of a larger back to school night or beginning of the year orientation that the school has on the calendar
- If parents are unable to attend the meeting, there should be a follow up phone call or in person conversation with a summary sent in writing to ALL parents so that everyone is on the same page
- Play Like A Champion Today ® - Resource Manual – Appendix F – Sample Pre-Season Parents Meeting

COMMUNICATION – EXPECTATIONS OF PARTICIPATION

- One of the most important pieces of information that parents need is the expectations of their child's participation. CYO Athletics has guaranteed minimum playing time requirements for each player who meets the requirements of the team community. Some of the key things to keep in mind:
 - These expectations must be communicated in writing and applied consistently across the entire team community;
 - It would be best if the expectations are consistent across the program for your entire parish/school instead of subjective to each team's coach. However, if individual team's have the authority in your program to determine these expectations, they should be submitted in writing to the parish/school athletic director and approved by the AD or the Parish/school CYO Athletics board/commission prior to communication to the team;
 - CYO Athletics is a sports program informed by the values of the Catholic Church. The important lessons of commitment, sacrifice and choosing among good choices are part of the experience;

- Knowledge of your community and how expectations will affect the viability of your teams as well as how to maximize the opportunity for development, community and fun for your athletes;
- Example: how select players are addressed within your team communities can significantly impact the team culture as well as the quality of the experience for your individual athletes (and families).
 - Different communities deal with this differently based on their individual dynamics – teams may be in a place where not having all players on their roster compete on game day results in not having a viable team. It can be a delicate balancing act.
 - As a general policy in CYO Athletics, ALL players must play in 3 of 7 or 4 of 8 games to be eligible to compete in playoffs – see *CYO Athletics Manual – Coaches section, Playoff Eligibility Policy, p. 20*;
 - Some examples of how different communities address. Once again, the key would be to be consistent with how you deal with a select player with a player who misses for a different conflict:
 - “This is getting tougher. Because our turn-out numbers are strong, we don't "need" the select players as much in some sports. Still they have to commit to attending at least 1/2 of our practices and 1/2 of the games to be on the team. Still though, overuse injuries come into play. As an AD, I find that I am encouraging the select players to choose one or the other.”
 - “Each individual coach manages their select players differently. Personally, I've instituted a policy - if you miss 1 practice in a week, you will not start the first half/game. If you miss both practices, will not start the first nor second half/game but will play at least the minimum amount of required playing time.”
 - “Select players are required to attend one of the two practices per week in order to play in the upcoming weekend game.”
 - “In soccer, they must attend at least one practice and the CYO requirement for playoffs to be eligible. In varsity sports (like basketball & volleyball) they must attend both practices to be on the varsity squad, otherwise they can play on our JV or second tier team. This works the majority of the time but still needs to be finessed.”
 - “All who are interested can play. We typically don't have enough players to suspend players for missing practices.”
 - “We stress the 3/7 or 4/8 rule. Most coaches want the player there even if their ‘select’ team's practice schedule doesn't allow them to attend practice for the CYO team. Coach just wants them there to make it for game only if that's all they can do.”
 - “We ask ‘select’ players to attend as many practices as they are able to make, and if it becomes a problem with these kids not attending practice and only sporadically making it to games--and not clearly communicating this absentee rate to their respective CYO coaches--they may be asked not to play. This is really handled on a

team-by-team basis by individual coaches because some are more OK with it than others.”

- “We try to work with them as far as their schedule. At times they can't play for CYO because schedule is too busy so we don't always have our best athletes playing CYO.

PLAY LIKE A CHAMPION TODAY ®

- Parent Like A Champion Today ® Workshops – this program covering the PLACT materials is designed to fit within a 60 minute presentation time to educate parents to the same general principles as the coaches training, but from a parent's perspective.
 - Presentations can be given as part of a larger orientation night or pre-season gathering.
 - Presentations can be given to Parent Teacher Associations, Parent Clubs or other gatherings of adults – perhaps during a time when youth are otherwise engaged and parents will be onsite but uninvolved in the activity.
 - Presentations can be given to a select group of parents who will act as a more educated group of parent leaders to influence their peer group.
- Champions Committee – Play Like A Champion Today ® - Appendix G – details how parents can reinforce the values of the PLACT program and in so doing, enhance the experience of their children.

PARENT LETTERS

It is important for both coaches and administrators to communicate with parents about expectations, philosophy and logistics in writing, even if a pre-season parents meeting has taken place. Ensuring that parents understand the team culture and what is expected of them and their child will reduce the opportunity for conflict and reinforce what has been discussed at the pre-season meeting or individual conversations.

- Sample Communication About Commitment – Appendix C
- Sample Communication About Deadlines – Appendix D
- Sample Communication About Sportsmanship – Appendix E
- Appendix E of the Play Like A Champion Today ® - Coaches Resource Manual

SURVEYS – PROCESS FOR PARENT (AND ATHLETE) FEEDBACK

The opportunity to give feedback is an important part of evaluation of the program of CYO Athletics at the archdiocesan level. While we cannot give AD's specific details about replies we get from parents in our end of season surveys (condition of anonymity), we can certainly communicate trends of feedback that affect the local level of CYO Athletics.

It is believed that the trends we see can be an important way for gaining valuable insight in how to adapt the program to better serve the CYO Athletics community. This is true at the local parish or school level as well. The survey below can also be a good source of supporting your coaches in what they are doing/can do to enhance the experience of their athletes.

The following surveys can be submitted to PLACT for processing. They will use the information for their own data and provide parishes/schools with “blind” survey responses to use in examining their program.

- Play Like A Champion Today ® - Resource Manual – Appendix I (Parent Survey)
- Play Like A Champion Today ® - Resource Manual – Appendix H (Athlete Survey)

REGISTRATION

INDIVIDUAL REGISTRATION

Make sure ALL of your individual parish registration deadlines are prior to the CYO Athletics team registration deadlines so you know what your team numbers look like when you register your teams. This way you have time to recruit more kids for teams you do need numbers for. Also, it allows you know what requests you can ask of CYO for combining teams. Having deadlines after the CYO Athletics office deadline will create issues for you and the program, and may cause drops after the schedule has been made or leave you needing an extra team with no promise these teams will be added.

- Registration fees can be included in the tuition or collected separately. This will depend on how your parish wants to handle payment.
- What you charge for individual registration fees may be uniform across sports or may vary depending on the team fees for each sport. There are a number of things to consider when charging fees at the parish/school level (SEE THE FINANCE SECTION FOR DETAILS):
 - Uniforms
 - Practice facility costs
 - Covering PLACT training costs for coaches and parents
 - Team/coach awards
 - Do the fees from one sport subsidize another more costly one?
- Have coaches collect checks and have them submit those checks to program treasurer.
- Use an online registration program such as Team Sideline. If you are interested in hearing more about Team Sideline, please contact Carlos Nunez.

DEADLINES

- The CYO Athletics office has two deadlines during the registration process. The initial team registration deadline, and the drop deadline.
- No teams are allowed to register after the team registration deadline. Any team who attempts to do so will only be added to the waitlist for their particular grade/gender. If a team drops between the registration deadline and the drop deadline, in the waitlisted team’s grade/gender, on a first come first serve basis, the teams on the waitlist will be given the option of being added to the schedule.

- So AD's have a better idea of their numbers, what teams to register, and if they will need to drop a team or two going in, make sure to have as early a registration for these sports as possible. This will reduce over registering, or dropping teams after the drop deadline, and being financially responsible for those teams.
- Spring soccer and cross country registrations should take place at all programs, and well advertised so parents have the opportunity to sign their children up. This will reduce the rush at the beginning of the year for an AD.

TRYOUTS

- Tryouts in any situation should be done by an outside non-partisan person who will be assessing talent only, and not be connected to the kids, coaches, or parents in the program. This will reduce the perception of bias.

COMBINING TEAMS WITH NEIGHBORING PARISHES

- Early numbers will allow AD's to understand if they need to combine with other parishes to make teams viable.
- Combining with another parish for a team is only allowed after a request has been sent in to CYO Athletics. This request must have both AD's on the email with which the request comes in.
- Make sure these requests come in early enough so they can be reviewed at the CYO Athletics sport commission meetings before each sport begins.
- Once a request comes in after these meetings, response time can take awhile as communication will be limited to group emails rather than face to face conversations.

PLAYER AVAILABILITY

- Have an idea of what players will be able to attend what practices and games.
 - If most of the players cannot commit to games each weekend, or a limited amount, you may want to recruit more kids if possible, or reach out to another parish.
 - This is also helpful if you have multiple teams at the same grade/gender to determine viability of the multiple teams you have and could affect the composition of teams as well.
 - So it is known at registration please ask the parents on their form what games, if any, their child will be missing. This will help you gauge your need to combine grades, combine with another program, or recruit more kids.

PHOTOGRAPHY/VIDEO WAIVERS

- CYO Athletics will sometimes have photographers or videographers on site at competitions to document and for use in promoting the program. It will be helpful in such instances to know that each of the participating parishes has received ok through the registration process for image/likeness of participants to be used for promotional purposes. If this is something that

you do not use on your registration or if you have individuals who have not granted this right, please notify the CYO Athletics office.

- This is also helpful at the local parish/school level. If you plan on taking pictures for a website, or for any other program needs, make sure to include a form a check box in the registration process for parents to sign off on allowing their child to be filmed or photographed for program purposes.

TEAM REGISTRATION

- Calendars: Conflicts will not be avoided by the CYO Athletics office when scheduling, or after the scheduling process if parish or school conflicts are not communicated at the time of registration. Please make sure at the beginning of each program year, cross reference the CYO Athletics Calendar with the following calendars at the parish/school level. Only parish and school conflicts will be worked around by the CYO Athletics office when scheduling.
 - Parish Calendar: Check with your parish office for a copy of all the events taking place at the parish during the program year.
 - School Calendar: Check with your school office for a copy of all the events taking place at the school during the program year.
 - Compare both of these calendars to the events on the CYO Athletics Calendar, so it will be known in advance what conflicts must be avoided when scheduling.
 - Communicate both calendar and process with parish and school staff who have some responsibility over events/programs that will impact the families/youth participating in CYO Athletics so that they can be proactive and seek out the AD if potential issues come up throughout the year.
- TBA's for Volleyball and Baseball: Knowing conflicts will allow you to know what days/games must have a TBA request at the time of registration for baseball and volleyball. Because of the difficulty in scheduling the TBA's please be certain that this is something that is necessary for the team in question.
- Eligibility Requests: There are multiple types of eligibility requests, which can be found on pages 14 and 15 of the CYO manual. However, these can be difficult to sort out if it is not in an organized process. The following will assist AD's in receiving not only a quick response from CYO, but also assist in knowing exactly what a parish needs to ask for.
 - Make sure registration deadlines are early enough so it will be known exactly what grades to combine, or what teams will need to combine with other parishes.
 - Reach out to other AD's as soon as possible so people know what the needs are for the combinations that may need to take place.
 - Making sure these requests are done early, and prior to CYO's sport committee's preseason meeting for each sport will guarantee the response will be quick and efficient. Requests after this meeting may take some time to receive a response on, as all the dialogue between the committee will be via email rather than in person.

- Team Combinations: If there are not enough numbers in a particular grade/gender for one team, an AD may combine two full grades together to make a team. Some pitfalls to be aware of are:
 - Younger kids are forced to play up a grade, and maybe to a skill level that is above them.
 - Older kids are forced to play with younger kids, and thus might alter the experience, and reduce the quality of the experience for them.
 - These reasons might create a desire to combine with another parish so the kids can play within their own grade level. Keep in mind combining with another parish for this reason may create issues of their own.
 - For example, in a tryout situation if kids from one program get selected for a varsity team, over kids from another program, there may be complaints from parents.
 - Accessibility of practice time is another consideration
 - Community identity is also something to consider
 - AD's will want to weigh their options when making these decision to decide what is best for the kids involved, and what issues they are willing to deal with.

ROSTERS

MEETING THE CYO ATHLETICS ROSTER DEADLINE

- Include all necessary roster information on your player registration form, so you don't have to track down that information later.
- Give yourself plenty of time to assemble rosters, aiming to have individual child registration deadlines prior to the CYO Athletics Team Registration deadline.
- For Soccer, Spring registration is ideal. Keep in mind, there may be new students to your parish/school in the Fall, and you should try to have room on teams to be inclusive of these new players.
- Online Registration may be an option for your parish/school, and may save you time having to work through paperwork. Again, make sure the information gathered during the online registration process matches the information needed on the Roster submission.
 - When using Online Registration you should consider the following in regard to the legal acceptance of Electronic Signatures:
 - (1) The terms of the agreement are not obscured or hidden on the web page by a separate link; they should be in a scroll box or appear on the page in full,
 - (2) The party can't proceed without accepting the terms,
 - (3) Acceptance is unambiguous (i.e. something like "By clicking this box I hereby accept the terms of the agreement" and the box says "I accept" or "I agree"); and
 - (4) There is a record that can be produced if the agreement has to be enforced.

- If you have a parish/school policy specifically against any of the roster information required of CYO Athletics, share that policy with the staff of CYO Athletics. It is better to be proactive than to submit an incomplete Roster form.

PLAYER ELIGIBILITY

- Rosters must be signed off and approved by the Pastor/Principal at your Parish/School. Use the Roster Signature Sheet found on the Forms page of the website to approve the players on the rosters.
- If you're receiving players from a neighboring parish/school, submit the request to CYO Athletics as early as possible (preferably with the Team Registration Form).
- Make sure the request to share players is approved by both the parish/school receiving the players, but also the parish/school the players are coming from.
- For playoff eligibility, make sure coaches are communicating with you if there are any potential players who may not meet the 3 of 7 or 4 of 8 required regular season games to be eligible for playoffs. In the event of an injury, it is your decision as to whether or not the athlete would have completed the 3 of 7 or 4 of 8 requirement had the injury not occurred. If you believe the athlete would have met the requirement, the coach can include the player on the Playoff Roster Eligibility Verification Form and sign off on the player.
- Any request to move a JV player (or AA to AAA) up for playoffs must be submitted for approval prior to the athlete being allowed to play in playoffs. It is good to consider how moving a player between teams for the playoffs will be perceived by your team community, and how adding the player to the playoff roster will impact the playing time of all the players.

FINANCE

CYO ATHLETICS ACCOUNT

- AD's should have a separate CYO Athletics account for their programs. This account is used to pay for uniforms, facility upgrades, facility rentals, registration fees, equipment costs, etc.

PARISH/SCHOOL FEE STRUCTURES

Programs have several different ways of establishing fee structures within their own program, to pay for their needs as well as what is owed to the CYO Athletics office. Here are some.

- Once all participants have signed up, the tally for all the team fees is taken. A percentage is then added for parish costs. This number is then divided by the number of players, and this is how the team fee is set.
- Some sports, due to participation tend to fund other sports which do not have strong participation. Extra money is tacked on to these sports to fund others. This money can also be used for facility improvements, or to purchase new equipment or uniforms for the program.

- What you charge for individual registration fees may be uniform across sports or may vary depending on the team fees for each sport. There are a number of things to consider when charging fees at the parish/school level (SEE THE FINANCE SECTION FOR DETAILS):
 - a. Uniforms
 - b. Equipment
 - c. Practice facility costs
 - d. Covering PLACT training costs for coaches and parents
 - e. Team/coach awards
 - f. Do the fees from one sport subsidize another more costly one?
- Discounts for early registration
- Late fees for late registrations, if those are accepted.
- Financial aid can be given if asked for.

PURCHASES

AD's, based on their registration fee structure, should have a surplus at all times in their CYO Athletics account to pay for uniforms and equipment when needed. Uniforms or equipment generally should not need to be purchased each year, unless there are lost or stolen items. To limit the stress on your account, all lost uniforms can be refunded by the child's family.

- Once a year program fee may also be charged to help support the needs of the program.
- AD's will want to make sure uniforms and equipment is ordered well in advance of the season, so they can be received in time.

ACCOUNTABILITY

AD's should make sure to have a treasurer on their board, or their program. They should also make sure there are multiple people involved in deposits and writing checks so as to have controls on all money going in and out of the program.

- Multiple signers on checks.
- More than one person involved in deposits.
- Weekly, or bi-weekly meetings with AD, program treasurer, and parish treasurer or administrator to go over books, and discuss program expenses.
- Create as much financial transparency as possible.

MICROSOFT MATCHING OF VOLUNTEER HOURS

If you have volunteers who are Microsoft employees, the company will match their volunteer hours with a financial contribution. Volunteers who work for Microsoft will have more information.

STIPENDS FOR COACHES

Some parishes/schools do pay their coaches a stipend to coach teams. It is completely up to each individual program if they would like to pay their coaches. However, it is important to keep in mind if this is affordable within each program's budget. If it is not and private funding by parents is offered for a specific coach is important to keep in mind the ramifications of paying some coaches and not all.

FUND RAISING

Check to see if your program is allowed to fund raise with your pastor first and foremost. If so here are some options for this.

- Bake Sales
- Car Washes
- Auctions
- Italian Dinners w/auctions.
- Concessions at games
- Program T-Shirt, and sweatshirts.
- Eastbay Discount program – contact CYO Athletics office for more details.

USE OF CYO ATHLETICS LOGO

PROGRAM AWARD POINTS

- When you purchase new CYO Athletics uniforms, consider adding the CYO Athletics Logo to either the left sleeve or the center back below the neck.
- For each team you add the CYO Athletics logo to the uniform for, you will receive points towards the CYO Athletics Program Award.
- Contact the CYO Athletics office for access to the logo, and please following the guidelines as explained in the CYO Athletics manual: Logo size – 2 ¼"

FACILITIES

PROCURING PRACTICE FACILITIES

For parishes with gyms or fields practices tend to be within their facility primarily, or exclusively.

- For those who do not have a facility.
 1. Renting City facilities or public school gyms.
 2. Getting in touch with these schools or the school district early is the key.
 3. Renting space from other Catholic or program parishes which might have gym space available.
 4. Through the City of Seattle as they have a joint use agreement with the Seattle Public Schools

DIVIDING TIME AND SPACE

Finding practice time for all of a parish or school's teams can be difficult. Here are some ways.

- Run some of the grades in conjunction with PE, so the kids are getting their practice time during the day.
- Depending on how late practices go, make sure the younger kids start earlier, and the older kids later.
- Have the older kids overlap with the younger kids, and have the older kids help coach the younger grades to maximize time, and field/gym space.
- Manage the amount of practices based on the time available for the amount of teams being served.
- Have a spreadsheet of all the times and dates for when each team practices so the coaches and parents can easily see it.
- Coaches who have taken all the trainings, and accomplished all the necessary requirements get first pick at the practice times. This will help also with getting coaches compliant.

GYM AND FIELD MONITORS

GYM MONITOR RESPONSIBILITIES BEFORE THE GAME/MATCH

- Ensure lighting, heating and scoreboard are functional and in working order.
- Open gym about 25-30 minutes before the start of the first game of the day. Allow for proper warm-up to within 5 minutes of each game start time.
- Be sure to designate who will be operating the scoreboard, 6th graders and up works best. Basketball scoreboard operators should be competent, as the game moves fast in the 7th and 8th grades. [Remember: Home team runs the scoreboard for basketball and volleyball games. Visiting team provides scorer.]
- Explain to visiting team coach, where bathrooms are located and what bench they will occupy.
- Ensure only players and coaches are seated in the designated bench or chairs provided, allowing non-coach parents on the bench is not a good policy to follow. No strollers, baby carriers or young kids with toys.
- Once referee(s) has arrived, introduce yourself and introduce them to the opposing coaches. At this point explain to coaches & referees that you will end warm-ups 5 minutes before game time to handle the CYO pre-game statement and the pre-game prayer. Do this for every game/match.
- Let referee know that they are in charge of the game/match and any interference, threatening language or abusive fans should be reported at the next convenient stoppage in

play. One of the monitor's responsibilities is to be there if someone needs to be ask to leave the site.

GYM MONITOR RESPONSIBILITIES DURING THE GAME/MATCH

- Maintain a safe environment for the participants and coaches. Keep non-game balls out of the way or in a secured area away from the court. Use racks or coaches ball bags.
- Respect the game being played. Several kids shooting balls at side baskets during halftime is usually okay. Allowing this at quarter breaks and during timeouts is disrespectful to the competitors, not to mention dangerous.
- Arriving teams should not be bouncing balls in the gym during game/match play, ask their coaches to tell them to stop or send them to the vestibule/lobby area or outside.
- Try to adhere to the game schedule as best you can. End warm-ups 5 minutes before each game.
- If the game/match is going to run long or go into overtime and cause a late start for the following game, try to alert the arriving coaches as soon as you can. Overtime games and late starts will really mess up a game schedule once 3-4 games have been played. Telling them before hand can lessen their stress level. Suggest either an empty locker room or an open space outside, weather permitting, to lessen crowding. [A good idea during volleyball when gyms get loud and full.]
- Only if your gym is running "on time" should volleyball teams play scrimmages once their official match has ended. If there is not at least 25 minutes left before the next game, the recommendation would be to just let the kids for the next match properly warm-up. This can adversely impact your schedule.

GYM MONITOR RESPONSIBILITIES AFTER THE LAST GAME/MATCH

- Unless the gym is being used for another event...put 10-15 minutes on the game clock. Countdown to 2 minutes, turn off half the gym lights. At zero when the buzzer sounds, ask everyone to depart.

GYM MONITOR GENERAL RECOMMENDATIONS

- Before the season begins make sure that your heater is set to run on weekends. Try to have the boiler or system on about 30-45 minutes before the first scheduled match of the day. Your system can be turned down to a lower temperature once the gym is open several hours._Know how to locate and use the thermostat.
- Make sure fire exits are not blocked or locked. Make sure you know where fire extinguisher and alarms are located.
- Locate first aid kit and have it easily accessible. This may also include automatic defibrillators if available.
- Call 911, if an emergency/fire/significant medical emergency presents itself. Contact 911 if a belligerent parent/coach is uncontrollable and refuses to leave of his/her own accord.
- Enforce gym/school rules on food & beverages, pets in the gym, if applicable. This is usually the discretion of the home site.

FIELD MONITOR GUIDELINES

- Ensure the field is ready about 25-30 minutes before the start of the first game of the day. Allow for proper warm-up to within 5 minutes of each game/match start time.
- Explain to visiting team coach, where bathrooms are located and what sideline they will occupy.
- Once referee(s) has arrived, introduce yourself and introduce them to the opposing coaches. At this point explain to coaches & referees that you will end warm-ups 5 minutes before game time to handle the CYO pre-game statement and the pre-game prayer. Do this for every game/match.
- Let referee know that they are in charge of the game/match and any interference, threatening language or abusive fans should be reported at the next convenient stoppage in play. One of the monitor's responsibilities is to be there if someone needs to be asked to leave the site.
- Try to adhere to the game schedule as best you can. End warm-ups 5 minutes before each game.
- If the game is going to run long and cause a late start for the following game, try to alert the arriving coaches as soon as you can. Late starts will really mess up a game schedule once 3-4 games have been played. Telling them before hand can lessen their stress level.
- Locate first aid kit and have it easily accessible.
- Call 911, if an emergency/fire/significant medical emergency presents itself. Contact 911 if a belligerent parent/coach is uncontrollable and refuses to leave of his/her own accord.
- If field size changes between games, work with the coaches to find volunteers to help set up cones and goals for the mini/micro/modified games. Modified soccer matches should not be played on full-size fields.

INCREASING PARTICIPATION

One of the hallmarks of CYO Athletics is participation; providing an inclusive opportunity for members of the parish and/or school to be part of a team environment of development, fun and community. In addition to recruiting families in the school to participate, one of the primary challenges in a parish program is to incorporate parishioners who do not attend the school.

For any parish program, it is important to reach out to families who do not attend the school as this provides an opportunity for integration between the two different populations of the parish. For smaller parishes, it is imperative in order to increase the viability of teams to reach out beyond just those parishioners who attend the school.

ENVIRONMENT OF DEVELOPMENT, COMMUNITY AND FUN!

- Passionate parents making the sport fun

- Invite teachers and staff to cheer at Athletics events
- Sell “CYO” philosophy: you can play, there are no cuts, and you may never get another chance to try this sport once you get to HS or older
- Emphasize: Faith, Fun, Friendship, Fundamentals
- Build partnerships to participate with and in a community rec league (ie Pee Wees) when CYO Athletics is not able to offer sport for that grade

OVERALL COMMUNICATION/STRUCTURE

- Maintain e-mail database for reminders
- Keep the website updated
- Communicate regularly with fellow AD’s
- Surveys to parents and athletes
- AD should get to know the parents, annual parent meetings
- To have Sports Coordinators for each sport, to assist AD, increase sustainability of program as well as more leadership able to communicate about the program and extend personal invitations

SCHOOL RECRUITMENT

- Incentives for participation: i.e. pizza party for grade level with the most participants
- Have an adult presence in the classrooms, leaders promoting programs to students, getting them to register in class
- Communicate regularly with the school administration
- Parent Volunteer Service Hours covered in full for coaching
- Send out registration forms weekly for the next sport, school/parish bulletins and school weekly packets.
- CYO updates at lunch, recess and during “traffic” with a bull horn, if AD is on staff
- Scholar/athlete awards for 8th graders (must have participated in 2+ sports and maintain GPA from 6–8th grades)
- Add Athletics schedule to school calendar
- PE teachers promoting CYO Athletics, if the school has PE
- Personal Invitation – identify ambassadors (faculty, staff, older grades with younger grades) who can talk with kids in the hallways and encourage participation

PARISH RECRUITMENT

- Include announcements in the Parish bulletin especially inserts that will draw people's attentions – perhaps the color of the uniforms, eye catching graphics, invitation to participate, WE NEED YOU!
- Regular section of CYO Athletics in the Youth Ministry area of the Parish Bulletin
- Have announcements from the pulpit to reinforce that parishioners do NOT have to attend the school to participate in CYO Athletics, especially powerful from the pastor during weeks leading up to registration deadlines
- Have Coordinator of Youth Ministry and/or Director of Religious Education invite youth ministry/faith formation participants and families to attend;
- Regular announcements, speaking opportunities at/after Mass, present in foyer and in social hall –
 - Not all parishioners read the bulletin nor respond to that information – have an announcement read at the end of Mass that representatives of CYO Athletics will be in the foyer/social hall that can answer questions about CYO Athletics
 - Not all parishioners are at mass every week, so having a regular presence is important;
 - Not all parishioners go to the social hall for coffee and donuts after Mass, so having a presence in the foyer as people exit the building (multiple exits) at least once a month.

COMMUNICATION STRATEGIES

OPENING UP REGISTRATION AND RECRUITING PLAYERS

- Announcements at Mass
- Family Folders
- Bulletin Announcements
- Pamphlet for New Families to the Parish
- Sample Process and Timeline for AD's on the [Resources](#) page of the CYO Athletics website

MANAGING THE WEBSITE

- The website should have its own CYO Athletics section and include the calendar of game schedules and general team/sport info.
- If your policies at the parish/school level mirror the general CYO Athletics policies, it can be helpful to link to the Archdiocese from the Parish website, and provide links to CYO athletics web pages in e-mails to coaches and parents.
- Try to centralize all CYO Athletics content on either the parish website or the school website. Do not try to keep updates on both. It is better if people have one place to look for information.
- It works best to send information to the people who keep the CYO Athletics calendar on both the parish and school website, and work to avoid scheduling conflicts with both calendars.

FAITH AND RECOGNITION IN THE COMMUNITY OF CYO ATHLETICS

For CYO Athletics, our efforts of sports as youth ministry are rooted in the Latin “ministerium” which means service. We are fortunate to have so many people who give of themselves in service to our young people through CYO Athletics. It is important to root our sporting efforts in the most important gathering of our Catholic community – the Mass – and to ensure that our young people are blessed in their experience of athletics through CYO – both figuratively and literally.

It is a reminder of sports as youth ministry and CYO Athletics as a vital part of the community of the Catholic Church. Therefore, it is suggested that one or more of the following take place in each parish/school that participates in CYO Athletics:

- Mass for CYO Athletics Community;
- Blessing of the Athletes at Mass;
- Recognition of Athletes before/during/after Mass for their participation and especially for those that reflect the principles of the Play Like A Champion Today ® program, good sportsmanship and the spirit of CYO Athletics;
- Collaboration with Youth Minister/Faith Formation/Religious Education/Pastoral Staff to raise the level of Catholic identity within the CYO Athletics program;

SPORTS ASSEMBLIES AND SEASON END GATHERINGS

- Regular school-wide assemblies. We honor the 'sportsmanship award winner' for each team in an assembly & with a certificate after each season. End of year school wide slide show assembly (put together by the parents).
- We have a season-end dinner in the school cafeteria for each of the sports where awards are distributed to the kids who played or ran.
- Each team will have their own banquet.
- The individual teams have pizza parties. At the end of basketball season, we encourage the parties to be at the school spaghetti feed which coincides with Catholic Schools Week. Teams get a discount.
- We also strongly encourage no trophies, but collect money for hurricane relief, Red Cross, Catholic Community Services, Cocoon House, or Nothing But Nets.
- We have three Sports Awards Assemblies each year. These are only about 15 minutes long - usually a slide show of at least the team photos. Then a brief description of each sports season. The kids usually help the AD plan and run this. We give two awards per team - a spirit award and a sportsmanship award, chosen by the coaches each season.
- End of year BBQ for all sports recognition; have awards for coaches and players.
- We have team parties at the end of the season and sometimes hand out participation awards. There are typically no achievement awards.
- End of the year sports banquet and pep rally. This year we were able to have UW great Greg Lewis as our guest speaker for our pep rally.

MASSES AND BLESSINGS

- We celebrate with a blessing of athletes before sports season begins. Usually just soccer/cross country as it's too hard to get players of older grades to attend mass.
- Mass of Thanksgiving is always the Saturday night Mass after the championship weekend. We put a Prayer of the Faithful in for CYO athletes. We have players bring up the gifts. After Mass, all the players and families move together. Each coach speaks briefly about the season and an award for the best sportsmanship is given out as voted upon by his/her peers. We do not give awards for coaches. We send out a lot of reminders. We get more people at the basketball Mass than volleyball because it falls on the first Saturday in May and everyone is busy, but there is never a perfect date.

CYO ATHLETICS AWARDS PROGRAM – see website for more details

- Play Like A Champion Today ® Player Award (parish or school)
 - Certificate is available to Athletic Directors to make available to coaches;
 - Parish/school leadership can identify other ways in which to honor acknowledge athletes at this level – examples: PLACT wrist bands, t-shirts, water bottles, etc.
- Play Like A Champion Today ® Coaches Award
 - Parish or School Award (one per program per sport season)
 - Archdiocesan (one coach/sport season)
- St. Sebastian Coach of the Year Award (awarded from PLACT Coaches Award winners)
- Blessed Pier Giorgio Award for Service and Leadership
 - Team Award (Elementary/Junior High)
 - Individual Award (High School – one male, one female)
- St. John Bosco Award for Service to CYO Athletics
- St. Paul Sportsmanship Award
- Blessed Pope John Paul II Spirit of CYO Athletics Award
- Program Award

INCIDENT REPORT PROCESSES

WHAT IS AN INCIDENT?

- An incident is an occurrence within CYO Athletics that results in an injury or conflict.
- See Incident Report Form on the CYO Athletics Website:
<http://www.seattlearchdiocese.org/athletics/forms/incident.aspx>

WHAT SHOULD COME TO ATTENTION OF CYO ATHLETICS?

- Because the initial incident report will be directed to the Athletic Director of the individual filling out the online form, the AD will have to determine if the incident report can be addressed without forwarding on to CYO Athletics;
- If it is a medical issue that has no bearing on CYO Athletics, it does not need to be forwarded – (i.e. if injury were possibly related to condition of facility, it would be important to forward);
- If it is an internal issue for the parish or school, CYO Athletics does not need to be involved other than as a support system to the parish or school leadership involved. **Please note:** parent issues with their coach should be redirected to the coach unless the parent is uncomfortable with the situation or has already attempted and not received satisfaction. In that case, the AD will need to work with other leadership (at the parish, school or archdiocesan levels as appropriate) to resolve the issue;
- If it is an issue where a parent, coach or other individual does not understand the relevant policies, consequences or real impact of the issue at hand, and the AD can educate the individuals involved as to the misunderstanding, the incident does not need to be forwarded;
- If an individual has mistakenly used an incident report form – instead of the online referee evaluation, or lopsided score forms, for example – the individual should be redirected by the AD to use the appropriate form and submit to CYO Athletics;
- If it is an issue that can be resolved by the AD reaching out to their peer AD at the involved program(s), it is encouraged that they do so via conversation instead of email but it is understood that email may be necessary. If email is used, the Director of CYO Athletics can be cc'ed if appropriate. It may also be important to get other parish/school leadership in the loop depending on the circumstances;
- If the incident involves other programs and there is a need for accountability according to CYO Athletics policies and processes, the incident report should be forwarded on to the Director of CYO Athletics;

INTERNAL PROCESS – INCIDENTS REGARDING BEHAVIOR

- Coaches email or complete incident report form with AD, then AD forwards to MS Director/Principal and further on if needed.
- We just have our coaches communicate with AD of any incidents who reports them to CYO. They must type something up with regards to the incident.
- Individuals are asked to contact AD directly who will handle it from there.
- Parents are told to go through their coaches unless it involves their coach. Then, the sports coordinator is supposed to get involved and they pass it onto the AD.
- Parents who have an issue will start with their coach. If the coach is unable to resolve, the sport's coordinator and AD will be included to determine if a CYO incident report form needs to be filed.

- AD fills out a standardized form and it goes to all the people that need to know. (principal, business office, etc). I also contact the principal directly if I think the incident warrants that much attention.

INTERNAL PROCESSES REGARDING MEDICAL

- Permission slip/medical release/authorization for participation (required at parish/school level)
- Emergency medical form and authorization (required – coaches need to have on hand)
- Physical prior to participation (recommended)
- Lystedt paperwork from parents and athletes (required – AD should have copy on file)
- Lystedt requirements met by coach (required)
- First Aid/CPR training (recommended)
- First Aid kit (required – coach should have at practice and games)

WHAT IS DONE AT THE LOCAL PARISH OR SCHOOL?

- Form that is completed and sent to the risk management group and business office
- We require a physical form completed and signed by a doctor every two years – it is kept on file with the AD. Also, concussion form signed each year.
- Athletic Department keeps the doctor’s physical and this is required before one can participate.
- Our PE teacher is really involved with our kids and educates them in nutrition, proper diet, and the importance of physical activity in their life. This also includes safety, i.e., the Lystedt concussion law.
- We require a medical release form for each athlete to be on file with coach in case of emergency.
- We always remind the kids to be competitive within reason. All coaches receive first aid kits as part of their equipment, and the Gym Monitor has access to these as well during basketball/volleyball. The Parish Office keeps the Lystedt forms. Most times an athlete is injured during a practice or game we will submit a CYO incident form.
- All parents and athletes must sign the concussion form which is kept in the coach’s binder. We do not require a physical. The public middle schools do. Their immunizations have to be current to attend school.
- All coaches have their First Aid/CPR training plus they need to have watched the concussion film. If a student receives an injury at practice or a game, they turn in an accident report which I forward to the school.
- Transportation Policies must be followed – See Appendix F for Archdiocesan Youth Ministry Transportation Policy Forms

CYO ATHLETICS PROCESS

See *CYO Athletics Manual, "Incident Reports" pp. 20-21*

- Incident Reports can be submitted online using the online form found on the CYO Athletics website.
- Please be advised that the Incident Report Form should go directly to your parish/school athletic director (AD).
- He or she will review your submission and determine whether or not action or response from CYO Athletics is necessary. Unless requiring action due to facility issues, incident reports regarding injuries will be utilized by the individual parish/school and will not be forwarded on to CYO Athletics.
- If forwarding on to CYO Athletics is warranted, as per policy, your AD will do so.
- Depending on the nature of the incident, you (and the witnesses listed) may or may not be contacted by a CYO Athletics representative in the process.
- Representatives of CYO Athletics may contact any and all parties to the issue to determine the appropriate course of action.
- This may include but is not limited to: incident report writer and witnesses, individual or team who are the focus of the incident report, coaches and AD's of parishes/schools involved, game officials, unbiased observers.
- A decision will be made in consultation with the appropriate Sports Committee, taking into account current policy and practice as well as historical precedent. Once a decision has been reached, CYO Athletics will communicate that decision to the AD's of the parishes/schools involved.
- It is the responsibility of the AD's of parishes/schools involved to follow up with the parties from their parish/school community that are involved, except in the case of citations against an individual which will be directly communicated by CYO Athletics and cc'ed to AD's of parishes/schools involved.

Appendix A

From: John Doe

To:

Sent:

Subject: This week's schedule and a few moments

Hi Coaches

Attached is this week's basketball schedule, please review. **Scott opens up on Saturday**, Tom turns off the lights on Saturday, Carl opens up on Sunday and **Adam shuts down on Sunday**. Reminder to clean the debris from the stands and sweep the floor for Sr. on Monday.

We hope that your experiences this basketball season are great for all! Specifically your athletes. A reminder that your coaching is as a Youth Minister and to focus your attention to our CYO Athletic Manual:

COACH AS YOUTH MINISTER

In viewing sports as ministry, it is important that the coach see themselves as minister, in response to the baptismal call. Not because coaches are required to speak profoundly on theological concepts or Catholic Church doctrine but because they must help create the environment in which these are valued and lived out. One of the coach's greatest responsibilities is to lead the team in creating a positive culture for Christian values and compassionate competition. Adherence to these is critical to the development of the individual and the team. In order to create this culture, coaches must be willing to incorporate the "Play Like a Champion Today" approach into their coaching practice.

It was St. Francis of Assisi who said, "Preach Always. Use words if necessary". It is an age old truth that what we do says so much more than the words we speak. This is particularly important in regards to our young people who look for congruency in what we tell them to do and how we act ourselves.

Our young people see and remember how we react to a poor call by an official, they witness our integrity and compassion when it is time for our least skilled player to get in the game and they experience our response and perspective when we come up on the short end on the scoreboard.

Being a Champion is not based on the results on the scoreboard. Coaches need to be prepared to redefine success for themselves, the players and their parents. Ask the questions: Are you a good coach if your team wins a trophy? Are you a bad coach if your team doesn't? Are players good if they win and bad if they lose? Being a Champion Coach is empowering individuals and teams to maximize their potential.

Being a Champion Athlete is reflected in how personal and team growth occurs in performance and how they carry themselves within the experience, not whether they have more points or a faster time than someone else at the end of the day.

We remind you to give all your players the opportunity to win the game. The impact you make by giving youth, who might not be the most skilled your confidence to win the game, is an experience that youth will take with them for life. These are concepts that are at odds with our secular competitive sporting society, but not our Catholic Ministry. This truly distinguishes us from secular sports; CYO empowers all our athletes and teaches fundamental respect for all our youth regardless of skill level.

When my Father died in 1980, a letter was received by our family from one of his ex-athletes. He thanked my Father for giving him a chance to play when all his other Coaches played him the minimum. This letter has motivated me immensely since. The good athletes will not remember or acknowledge their part in the play that is what they expect. But for you to give confidence to a less skilled player will impact your whole community.

A further reminder. Please only Safe Environment trained coaches at all times in the gym!

We understand you are all very smart and are in control of your teams, but we need the humility to comply with rules of CYO. The rules are in place to protect all of us, particularly our Youth.

Thank you so much for all you do and Good Luck the rest of the season
John Doe



PARENTAL PERMISSION FORM

Your child has been invited to participate in an evaluation of his or her sport experience conducted by the Institute for Educational Initiatives at the University of Notre Dame. The purpose of this evaluation is to determine the extent to which your child's experience met the standards of the Play Like A Champion Today® approach. If your child participates he or she will complete an on-line survey in school with teacher supervision. The survey will take about 10 minutes.

Participation is completely voluntary; your child may stop participating at any time. Should you or your child have any questions, he or she is welcome to contact the researchers at plc@nd.edu. Your decision to participate or not will have no effect on your child's sports participation or prejudice her or his future relations with the University of Notre Dame. One benefit of participating in the study is that the results will be used to improve the quality of Play Like A Champion Today®'s programs.

I understand that my child's identity will be protected during the study, as names are not required for participation nor linked with survey responses. In addition, I understand that no one other than Notre Dame researchers will have access to the completed surveys. I also understand that my child's name will not be revealed when data from the research are presented in publications. I have read the above and give the researcher, Clark Power, and his co-authors permission to use excerpts from what my child may write without identifying my child as the writer.

Date

Print Name

Signature

Signature of Investigator

Please check if you do not want your child to participate in this study

Appendix C

SAMPLE CYO ATHLETICS COMMITMENT LETTER

To all CYO players, coaches and parents:

Welcome to another year of CYO Athletics. I would like to thank everyone within our parish for making this happen. CYO sports are a great way for our community to come together and meet others across the archdiocese. It gives me great pleasure to see our youth out on the soccer field, in the gym, on the track, competing with other Catholic schools.

As with any sport, there are various models the different leagues can follow for running their program. In 1st -5th grade, CYO uses a recreational model while in 6th - 8th grade a more competitive model is used. Irrelevant of the model, when you participate in CYO, what should stand us apart from the other leagues are the Christian principles and values that should come forth through the administrators, coaches, players and parents that make up our athletic programs.

Given both of these models, CYO has an expectation from those who sign on to be part of the league. From the moment you sign up on the registration form, we expect a commitment from the player, to the coach, to the parent to be at all practices and matches. For the coach, you should be at the practice on time, ready to teach and coach the athletes. CYO holds the coach to a higher standard than others and expects them to represent the best of CYO both in their demeanor and attitude, on and off the field, at practice and games and at all other times when involved with CYO athletic activities. For the player, you should be at all practices and matches on time and ready to learn and play. As a parent, it is your responsibility to support your child and do what it takes so the player can fulfill his/her commitment to the coach and fellow players on the team.

Reality → CYO knows everyone is busy between work, extracurricular activities, school, the demands of a family and the unknown event. What we would expect, as any league does, is that you fulfill your commitment if you sign on. If you are over scheduling – that is, if you know that there are multiple hits in your child's schedule to fulfill the expectation as stated above, please take this into consideration before making your commitment to participate in our CYO program this year.

In order to achieve the mission and philosophy of CYO, your commitment to your team as the coach, the player and the parent is needed.

The CYO philosophy, its' mission and other policies can be found at:
www.seattlearchdiocese.org/athletics

John Doe
President
Parish Athletic Association

Appendix D

SAMPLE CYO ATHLETICS DEADLINE LETTER

To all CYO coaches and parents:

We are glad to announce that our registration period for CYO Athletics fall sports is underway. Please ensure that you reach out to families from your team(s) last year and invite them to sign up and participate again this year. Personal invitation can make a difference!

Please take note of our parish individual registration deadline of _____.

We encourage all families to register PRIOR to this deadline. Those who register after the deadline cannot be guaranteed the opportunity to participate.

While it is our hope that every youth who wants to compete in CYO Athletics has that opportunity, deadlines are necessary to promote the efficient and effective management of the program at both the parish/school and archdiocesan levels.

We need good information at our deadline so that we can register the appropriate number of teams for our program at the team registration deadline for the archdiocesan CYO Athletics office. Once this deadline has passed, the maximum number of teams we can have is fixed. Any teams we register after the team deadline will be put on a waiting list and if a team in the same division drops, teams will be added on a first come, first served basis.

Once we have reached our published parish/school registration deadline and submitted our team registration, we will work to place players on other parish/school teams if we will not have one for that division.

If we have not reached the maximum roster size dictated by CYO Athletics policy for those divisions where we will have teams, we will determine if we can take late registrations. Whether we take late registrations will depend on a number of factors: the number of players needed to play the sport, availability of players currently registered, practice facility space and quality of experience (more players means less playing time) for the registered players.

- If we determine that we can take late registrations for a team, we will determine on the date of the individual registration deadline what the maximum roster size will be;
- If there is space on a team's roster (based on maximum roster size and current players), we will accept late registrations to the point of the determined roster size on a first come, first served basis. Registrations will be time/date stamped when they are received.
- Once we have reached the determined roster size, we will no longer be able to accept any late registrations.

We look forward to your leadership and participation in CYO Athletics this year!

Jane Doe
President
Parish Athletic Association

Appendix E

SAMPLE CYO ATHLETICS SPORTSMANSHIP LETTER

To all CYO players, coaches and parents:

Welcome to another year of CYO Athletics. I would like to thank everyone within our parish for making this happen. CYO sports are a great way for our community to come together and meet others across the archdiocese. It gives me great pleasure to see our youth out on the field, on the course, in the gym, on the track, competing with other Catholic schools and gathering as one community.

Competition in athletics can bring many lessons to the lives of our athletes (and to us as administrators, coaches and parents!) and gives them the opportunity to practice the underlying values of our Catholic faith. This is covered in the required Play Like A Champion Today® Coaches Training – where the components of the GROW model of development are aligned with the Cardinal Virtues of **Fortitude** (Goals), **Justice** (Relationships), **Prudence** (Ownership) and **Temperance** (Winning).

It takes fortitude to set and strive for goals and to endure the ups and downs that occur in athletics – it is important that we continually keep in mind the process of development and know that sometimes the most difficult moments in sports become the most rewarding or growth provoking in the long run.

We need to pursue and reflect healthy relationships with all of the participants in the competition – our team of coaches and players, our opponents, the official(s), the other fans – and treat them with a sense of justice, of care and concern throughout the entire experience.

It is important that we remember that it is the children's competitive experience, not ours. We each need to take ownership of our roles – coaches coach, officials officiate, fans encourage and players play – so that we may each exercise prudence in striving to be the best we can be.

In the end, our focus is to give our all, to spend ourselves in the pursuit of excellence of the role we play so that we can create the environment that is focused on having the right perspective, that exudes temperance so that our athletes as individuals and as a team can maximize their potential and have fun – the ultimate victory.

As St. Paul wrote to the Corinthians, we should “strive so as to win”, to give it our all but instead of our eyes focused on the “perishable crown” we should direct our efforts to achieve the imperishable one instead. Therefore, our actions in the competitive arena should be a credit to ourselves, family, community and faith.

I look forward to seeing you out there!

The CYO Athletics philosophy, its' mission and other policies can be found at:

www.seattlearchdiocese.org/athletics

John Doe
President
Parish Athletic Association

Appendix F

Catholic Mutual Group
10843 Old Mill Road
Omaha, NE 68154
Phone: (800)-228-6108
Fax: (402)-551-2943
Email: rm@catholicmutual.org

VOLUNTEER DRIVER FORM

Name of Driver: _____

Address: _____

Drivers License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____

(Minimum Limits of \$100,000/\$300,000 Required)

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions:

TRUE FALSE

1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years. _____
2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years. _____
3. I have had no more than three moving violations or accidents in the last three years. _____

Please be aware that as a volunteer driver, your insurance is primary.

Thank you for helping us with our transportation needs.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Volunteer Driver Signature Date

UNACCEPTABLE DRIVERS

We are establishing minimum standards nationally for defining an unacceptable driver. These standards are based upon the accident/violation history of the driver for the prior three years. The accident/violation history used in applying these standards will include those shown on the driver's MVR, supplemented by the application, our own claims history for the risk, and any information the prior carrier may furnish us.

Violations need to be reviewed in conjunction with the driving responsibilities of the person. Consistency should be applied when making decisions. A driver may be **unacceptable** if the driver's accident/violation history in the last three years:

1. Includes one or more of the following serious violations:

- a. Driving under the influence of alcohol or drugs
- b. Hit and run
- c. Failure to report an accident
- d. Negligent homicide arising out of the use of a motor vehicle
- e. Operating during a period of suspension or revocation
- f. Using a motor vehicle for the commission of a felony
- g. Operating a motor vehicle without owner's authority (grand theft)
- h. Permitting an unlicensed person to drive
- i. Reckless driving
- j. Speed contest

2. Consists of any combination of accidents and moving violations which total three.

All accidents must be included in the above determination, both "at fault" and "not at fault" accidents. While the latter may not have been caused by the driver, there is usually no way to make these distinctions from MVR information.

Except in states that forbid "non-employment" citations and accidents, all moving violations must be included in the above determination, whether the offense was committed with a commercial or a personal vehicle. A driver's personal driving habits and attitudes will almost universally be the same while driving a commercial vehicle.

DRIVER ACKNOWLEDGEMENT FORM

I am aware I am not to operate any electronic devices while driving. _____

I will only use a cell phone when safely parked or during an emergency. _____

All passengers at all times will be required to wear a seatbelt. _____

Daily maximum miles will not exceed 500 miles per vehicle. _____

Maximum miles driven without at least a 30 minute break will not exceed 250 miles.

I have phone numbers of individuals to call in the event of an emergency or contact when needed. _____

Signed: _____

Date: _____