



St. Mary of the Assumption School

CYO Athletic Handbook

St. Mary's CYO Mission Statement

St. Mary of the Assumption CYO aspires to be an outstanding educational-athletic organization that provides a high-quality experience to every athlete. A high-quality experience is one in which every athlete:

- Is coached using the principles of Positive Coaching and has fun playing the game
- Feels like an important part of the team regardless of performance
- Learns "life lessons" that have value beyond the playing field
- Learns the skill, tactics and strategies of the game and improves as a player

We at St. Mary's recognize that the coach is the one who most directly makes this all possible. It is our goal to provide every coach with the tools to be able to be successful as a positive coach. We are committed to creating a positive culture in which coaches, parents, fans, officials, and athletes work together to achieve our mission.

The CYO Philosophy

CYO athletics endeavors to help young people be more Christ-like in the way they live. Their programs focus on the total development of participants in order to influence the formation of Christian values. For this reason, CYO sports are an important part of the Catholic Church's comprehensive ministry to, with, by, and for youth.

CYO athletics foster the development of physical skills, emotional growth, affirmation of gifts and spiritual strength. The young person, not the athletic activity, is their primary focus. Therefore CYO believes that:

- All CYO Athletic programs should be well organized and maintain standards of high quality.
- All who have the opportunity to be on a team should also have the right to participate in the game.
- Participants should have the opportunity to be involved in athletics at an appropriate age/grade level.

CYO athletics believes the Coach's role is critical. The coach's primary role is that of youth ministry leader, therefore striving to act at all times as a model of Christ-like values and behavior.

CYO athletics believes that the final score does not measure success. Success is measured by the effort of individuals striving to achieve team goals while respecting themselves, their teammates, and their opponents and at the same time having fun.

CYO athletics should be viewed as part of the faith building efforts of the participating members. The interrelationship of CYO athletics with family life, parish life, and school life is essential.



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CYO athletics is committed to the acceptance of and love for people of all nationalities and races. Through the CYO athletic programs, we work to build a community and a bond of unity that leads to caring for one another in the ways Jesus taught.

Sports Activities		
Fall Sports	Winter Sports	Spring Sports
Football Grades 4-8	Basketball Grades 3-8	Track & Field Grades 3-8
Cross Country 4-8 (Merge w/St. John Vianney)	High School	(Merge w/St John Vianney)
Cheerleading Grades 4-8	Wrestling Grades 3 -8 (St. Gabriel)	
Volleyball Grades 4-8		

Guidelines for St. Mary's CYO Athletics

Tournaments

The Athletic Director of the St. Mary CYO program will appoint a Tournament Director. This person will handle all tournaments scheduled for or at St. Mary's Weaver Activity Center.

The Tournament Director is responsible for all necessary operations to insure the personal and financial success of the tournament for the St. Mary CYO program.

The Athletic Director will provide all entrance and referee fees for any team playing in the **CYO City Championships**.

The Men's Club will support each team in the cost of participating in one away tournament for basketball and one tournament for volleyball. The number of tournaments supported by The Men's Club will be reevaluated on a yearly basis. The Athletic Director will budget an amount each year and provide such budgeted amount to the Men's Club Board and its members. If a team wishes to enter a second tournament the team (parents) will be required to provide all other necessary costs to compete in such tournament.

Weaver Activity Center Facility Supervisor

When the Weaver Activity Center is used for the purpose of CYO league play and **St. Mary of the Assumption third grade basketball league**, there will be a Facility Supervisor in place. This person will report directly to the Athletic Director and have the following responsibilities:

- Maintain game time scheduling and referee scheduling with the CYO league office.
- Schedule volunteers to run concessions, scorer's table and building clean up.
- Maintain inventory for the concessions.



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- To utilize this the Weaver Center as financial and personal success for St. Mary of the Assumption School and Parish.

All disputes concerning the outcome of the game are the responsibility of the referees. Any further action must take place under the protest rule outlined in the CYO Manual.

Grade Levels Supported by St. Mary's CYO Program

St. Mary's CYO supports boys and girls grades 3 through high school.

Eligibility of Players

Any child that is registered in the school, P.S.R. program, or family registered in the parish may play for a St. Mary's CYO sports team. The Athletic Director and Pastor will decide any other eligibility issues.

Sign-up

Sign-up for sports teams occur in May for fall sports and October for winter sports. Sign-up announcements are published in the church bulletin and sent home through school folders and PSR classes. There are deadline dates that will be specified and must be met to ensure that your child will be playing a particular sport that season. The only exception to the deadline dates is children that are new to the school and/or the parish. Once the deadline has passed, your child will be put on a waiting list and will be allowed to participate based on a need basis only. The Athletic Director and the coordinator for that sport will determine these needs. Each situation will be evaluated case by case.

Participation Fee

A fee will be charged for your child to participate in the different sports we provide. These fees vary by sport and are recommended by the Athletic Director annually. They are discussed and voted on by the Men's Club during their May membership meeting. Once a fee has been paid it is non-refundable. Only exception would be a season-ending injury before the season begins.

Team Makeup

Teams may have combined grade levels to complete a roster only when there is not enough participation.

Each team requires a designated Head Coach. Coaches must be a minimum of 18 years of age. **All parents may apply for Head Coaching positions.** Although many of our coaches will have a child on their team, The Men's Club feels that a "*best-case scenario*" is to have a coach without a child on the team. Realizing this is not always possible all are welcome to apply. The Athletic Advisors Committee must approve this person.

Try-Out Evaluation System (Grades 7 and 8)

When more than one team will participate at the same level in grades 7 and 8, the Try-Out system will take place. All players trying out will be placed on a team. Teams will play in A and B divisions and the teams will be arranged to compete at these levels. The Try-Out Evaluation



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system will be used to seed players on A and B teams. The Try-Out system will be nameless. Players will have numbers and corresponding rating sheets. A minimum of two persons performing the ratings will rate the performance of the players and make general comments on their performance. At the conclusion of the practice, the data will be compiled and the team is selected. Those persons performing the ratings will be either, the Athletic Director, that sport's coordinator, member of the Athletic Advisory Committee or other Head Coaches not involved at that particular grade level. Optimally, qualified evaluators from outside the athletic program will be utilized. This provides for an objective evaluation of each player.

The Try-Out Evaluation system is **not** open for viewing by others. If for any reason a player feels they were unfairly rated, they may make an appeal to that sport's coordinator then the Athletic Director.

Try-Out Evaluation System (Grades 3-6)

When more than one team will participate at the same level in grades 3 through 6, the Try-Out Evaluation system will take place. All players trying out will be evaluated and placed on a team. The rating format will be the same as for grades 7 and 8 discussed above, however, the teams in this age group shall be divided evenly so that each team is deemed to have equal ability. At the conclusion of the practice, the Head Coaches for each team will draft their teams according to the corresponding ratings of each player so that teams will have equal ability.

Practice Scheduling

Team practices for Grades 3 - 8 athletics will begin at 2:10 p.m. and end at 9:00 p.m. on school days. On school holidays, practices may begin at 9:00 a.m. and end at 9:00 p.m. High school practices end at 10:00 p.m. on school days or school holidays. Practices on Saturday begin at 9:00 a.m. ending at 7:00 p.m. Practices on Sunday begin at 12:00 p.m. ending at 7:00 p.m. If for any reason St. Mary of the Assumption school is unexpectedly closed (e.g. weather), all practices for that day will be cancelled. Practice schedules are based on availability of the Weaver Activity Center.

Parent Registration Fees and Physical Forms

Prior to the beginning of each sports season, parents/guardians shall be notified of registration dates to register, in person, their child to play in a particular sport. The registration process shall be held on two nights during the same week. During the registration process, parents will be required to:

- Pay the required sport registration fee, as determined by the Men's Club and Athletic Director.
- Obtain a [CYO Physical Form](#) to be completed by the child's physician, and parents/guardian, prior to the first scheduled practice. Previous existing physicals are valid for a thirteen-month period.
- No player may participate in practice(s) unless they have paid their sport registration fee(s) and submitted a completed CYO Physical Form to the child's Head Coach.



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Coaches Screening Process

On March 22, 2001, amended Ohio Senate Bill 187 became law. The purpose of the legislation was to help insure that the youth-serving organizations that place volunteers in positions requiring “unsupervised access to children on a regular basis” use appropriate screening methods. The Ohio Community Service Council was mandated to develop a set of “best practices” for organizations. These practices could be applied to any volunteer program.

What does “unsupervised access” mean? Unsupervised access means that no other person 18 years or older is present in the same room with the child and/or if outdoors, no other person 18 years or older is within a 30 yard radius of the child or has visual contact with the child.

What does the law say that my organization must do? The law does NOT mandate fingerprint checks. As an incentive to fingerprinting, the law says an organization that uses fingerprint checks as a part of their regular screening process is **immune from civil liability** should a volunteer (who has no previous records as a result of that check) harm a child being served by that organization. All potential volunteers must be informed that they may be required to be fingerprinted.

If an organization discovers that a volunteer has a felony record of one of the offenses listed within the legislation, it has three choices.

- a. It may dismiss the volunteer.
- b. It may move the volunteer into a position that does not require unsupervised access to a child.
- c. If the organization chooses to keep the volunteer in that position it must notify parents of each child for whom the volunteer provides service. The organization must name the individual, but may not identify the offense(s).

St. Mary of the Assumption Coaches Screening Practices

The **Athletic Director** in the presence of the **Athletic Advisors Committee** will conduct interviews with all prospective coaches and volunteers interacting with the children.

1. All applicants will be required to complete a standard application, which **includes permission to do a criminal background check.**
2. All applicants will be provided with a description of job responsibilities for the position they applied for.
3. Criminal background/fingerprint checks will be performed. All records will be kept under lock and key. Records are viewable only by the current Athletic Director, Pastor and Men’s Club President.



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If two or more coaches apply for a head coaching position, the following process will be utilized to select the head coach:

1. The coaches will be asked by the Athletic Director to consider resolving the head coaching situation among themselves. If this step cannot be completed, the coaches will submit a coaching application and an accompanying letter making their case to be the head coach.
2. The Athletic Advisors Committee will make the decision on the head coach utilizing the following information:
 - The coaches coaching application and accompanying letter.
 - A record of any previous coaching infractions or violations, supplied by the Athletic Director.
 - An interview with the coach, should the Committee decide that an interview of all coaching candidates will be done.
 - Any recommendations for the head coaching position provided by the Athletic Director.

Athletic Director Responsibilities

The athletic director shall be charged with the following responsibilities:

- Organize the athletic program in accordance with the philosophy of the parish and the Catholic Youth Organization.
- Inform and implement all rules and regulations of the CYO and the parish.
- Supervise all coaches and their assistants to insure compliance to guidelines, policies, recommendations and the spirit of the CYO and the parish.
- Conduct seasonal meetings with coaches in order to emphasize rules, philosophies, goals and other procedures necessary to the efficient operation of the athletic program.
- Terminate coaching personnel with the approval of the **Athletic Advisors Committee**.
- Represent the parish at all CYO meetings.
- Submit and keep accurate records of all forms required by the CYO and the parish.
- Assist or fill-in for a coach who is unable to perform his/her duties due to emergency or illness.
- Keep an open and honest line of communication with the Pastor, Sports Committee and Men's Club about the happenings within the athletic program.
- Organize the issuance and collection of team uniforms and equipment.
- Prepare requests for payment of bills and submit to the treasurer of the Men's Club/HNS.
- Collect and record participation fees paid by program participants and coordinate proper deposit with the Men's Club treasurer.



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- Prepare a budget for the athletic program in conjunction with the Men's Club's budget.
- Arrange and schedule the use of parish facilities for all athletic teams.
- Identify and purchase all equipment and uniforms after approval by Men's Club Board and Membership.
- Conduct seasonal meetings with parents and athletes emphasizing philosophy, rules and procedures instrumental to the efficient operation of the athletic program.
- Maintain an active membership of the Men's Club, by advising the Men's Club, preparing monthly reports and attending all meetings.
- Organize the distribution of awards to athletes.
- Perform other activities necessary to the operation of the athletic program.

Athletic Advisors Committee Responsibilities

The Athletic Advisors Committee is a three-person group designed to assist the Athletic Director in the following ways:

- Interview and select prospective coaches.
- Assist Athletic Director and Men's Club/HNS in developing sound sports policy.
- Assist the athletic director in resolving disputes involving coaches or other problems stemming from the sports program.
- Participate in random screening of practices and or games at Athletic Director's request to assure CYO guidelines are being followed.

Head Coach Responsibilities

The head coach shall be charged with the following responsibilities:

- Support the philosophy and policies of the parish and CYO in such a way that the support is obvious to athletes and others.
- Organize a program of practice sessions, training rules and a system of play.
- Organize assistant coaches and scouting program suitable to the sport.
- Notify the athletic director of changes in time, date and location of practices and provide the athletic director in advance of any scrimmages.
- Give the athletic director a complete and up to date eligibility roster.
- Collect physical forms prior to ANY athlete participating in practice.
- Maintain a copy of all his/her players' physical forms throughout the season, and have the form on hand for all practices and games.
- Notify parents of a player whose physical date will expire before the season is over to insure the eligibility of that player.
- When a girl's team is coached by men, it is required that a woman 18 years of age or older must be in attendance at all practices. When a female coaches a boy's team, a male of 18 years or older is required at all practices.



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- Maintain awareness of physical and medical limitation of athletes on the team, by reviewing medical forms or conferring with parents.
- Inform the athletic director of serious infractions of parish and CYO rules or policies.
- Assume responsibility for equipment, supplies and materials issued to the team, and to collect and return all issued equipment and uniforms **within one week** on the conclusion of the season, or on the date assigned by the athletic director.
- Responsible for the conduct and sportsmanship of their athletes during practices, at competitions and in public when representing the parish.
- Insure the safety of players through careful planning of practices, use of equipment and games.
- Provide constant supervision of the players at practice facilities and remain until all athletes have been picked up.
- Secure the practice facility at the conclusion of practices, insure doors are locked and lights & heat/cooling are off.
- Teach respect for self, others and love of Jesus Christ in every aspect of coaching and encouraging athletes to become involved in other parish and community activities.
- Insure the development of players at a level of skill and competence necessary for competition at the high school level.
- Report injuries of participants to the athletic director and complete accident report. Coaches are cautioned to exercise great care in dealing with injuries and particularly those serious in nature. In all cases the coach should assure himself/herself personally that the injured athlete is receiving competent medical care. Following injuries of a serious and prolonged nature, the coach will secure the assigned approval of a doctor before the athlete is allowed to resume participation in any athletic activity.
- Organize a parents meeting, preferably before or after the first practice of the year.
- Attend as many athletic committee functions as possible, either as a worker or guest.
- Return parents calls promptly.
- Report to the athletic director a summary of season activities at the end of the season.
- Read and know the game and eligibility rules of the sport coached.
- Attend the required CYO Coaches Development program **prior to the first year of coaching. Failure to attend may make you ineligible to coach.**
- Attend sports specific clinics to assist in the development of knowledge of sport.
- Follow **ALL** the rules handed down in the CYO by-laws.

Assistant Coach Responsibilities

The assistant coach shall be charged with the following responsibilities:

- Support the head coach in preparing for the upcoming season.
- Be loyal to the head coach and the team.



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- Assume duties assigned by the head coach pertaining to that sport.
- Assume all responsibilities designated as those of the head coach in the absence of the head coach.
- Read and know the game and eligibility rules of the sport coached.
- Attend the required CYO Coaches Development program **prior to the first year of coaching. Failure to attend may make you ineligible to coach.**
- Attend specific clinics to assist in the development of knowledge of sport.

Coaches Code of Conduct

All coaches are expected to:

- Display the values and philosophies consistent with those of the parish and CYO. This should be evident in practices and games.
- Refrain from disrespectful behavior toward officials, coaches, players, parents and other spectators.
- Refrain from using abusive or obscene language and behavior while representing the parish.
- Foul language, put downs, trash talking, gender specific comments and other examples of poor citizenship will not be tolerated from any coach.
- Coaches are to utilize the game uniforms supplied at the beginning of the season, with no substitute or alternate team uniforms permitted during the season.
- Violations of these rules may result in suspension or removal from coaching if they continue.
- A coach who violates the CYO game limit for their team will be subject to disciplinary action by CYO and will be removed from their coaching position for a minimum of one year.
- A coach who violates any disciplinary action by CYO will be removed from their coaching position for a minimum of one year.
- Coaches, players, managers, statisticians, scorekeepers, cheerleaders, spectators, etc., are prohibited from using any form of alcohol, illegal drug or tobacco products at a CYO athletic contest or practice session.

Coaches Suspensions and Unsportsmanlike Conduct

- A coach ejected from a game for any reason will be suspended from their next scheduled game.
- Any coach suspended twice during the same season will be relieved of all coaching duties.
- If an ejection occurs in the last contest of the season, the coach will be ineligible for the same period in the next sport season in which the coach participates.
- If a head coach is ejected and does not leave the facility quietly or there is no registered assistant coach at the game, the team must forfeit the game.

Parent/Adult Volunteer Code of Conduct

- All parents are expected to display the values and philosophies consistent with those of



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the parish and CYO. This should be evident during practices and games.

- All parents/Volunteers are expected to refrain from using abusive or obscene language and behavior while representing the parish.
- All parents/Volunteers are expected to refrain from disrespectful behavior toward officials, coaches, players, parents and other spectators.
- Foul language, put downs, trash talking, gender specific comments and other examples of poor citizenship will not be tolerated.
- Coaches, players, managers, statisticians, scorekeepers, cheerleaders, etc., and contest officials in the CYO athletic contest are prohibited from using any form of alcohol, illegal drug or tobacco products at a CYO athletic contest or practice session.

Parent Suspensions and Unsportsmanlike Conduct

Any parent or guardian ejected from a game for any reason will be suspended **along with their child participating in the event** for a period of seven (7) days following the incident. During this period of time the child may not practice with the team.

Parent Complaint Procedure

Parents shall direct any complaints during the season in the following sequence.

1. Contact Head Coach to discuss the problem you wish to be addressed. If the problem is not addressed proceed to #2.
2. Contact that sport's coordinator to discuss the problem you wish to be addressed. If the problem is not addressed proceed to #3.
3. Contact parish Athletic Director and explain the complaint in writing. Athletic director will address concern with head coach and assistant. A meeting between all parties involved is encouraged at this time.
4. If the problem is not solved, the Athletic Director will bring the problem to the Athletic Advisors Committee. The Athletic Committee is a group designed to interview and *assign* prospective coaches and assist the athletic director in decision making should a difficult situation come arise. A meeting will be arranged with all parties to work out the problem.
5. Any additional attention required will be presented to the Men's Club/HNS Executive Board. At this time the Pastor will become involved if necessary.

Uniform Policy

Team uniforms will be distributed for all team sports including cheerleading. The uniform and any other piece of equipment that is given to your child is to be returned after that particular sport season is completed. The deadline will be within three weeks after the completion of each sport. Your coach will inform each team of the deadline. The parent must turn in a clean, laundered uniform. Parents are responsible for the **FULL COST** of a new uniform and any



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other piece of equipment, if it is not returned, or if it is not in useable condition. Normal wear and tear will be accepted.

Failure to return a child's uniform will result in that child being ineligible to play another sport until the matter is resolved.