

# Saint Cecilia Parish

## Athletic Program Guidebook

2012-2013

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## 1.0 St. Cecilia Athletic Philosophy and Goals

The St. Cecilia Parish Athletic Program is designed to be representative of the Christian values in life. As Christians, we are constantly challenged to better ourselves. In team sports, we strive for improvement both as individuals and as a group. The development of Christian values is the primary focus of the St. Cecilia Parish Athletic Program. Athletic participation is one arena in which coaches, Athletic Directors, officials, student-athletes and spectators should strive to manifest and exemplify the ideals of Christian life.

The St. Cecilia Parish Athletic Program is based on positive coaching principles and designed to provide a high-quality experience to every athlete. A high-quality experience is one in which every athlete:

- 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
- Maintains good health through physical exercise
- Appreciates physical fitness
- Develops healthy social interests
- Develops sportsmanship and teamwork
- Learns to grow in the social qualities of courage, initiative, honesty, cooperation, self-confidence, and loyalty
- Learns an appreciation of rules and performance in regards to rules
- Plays on their own level of competition and is able to recognize and to accept this level
- Accepts defeat knowing that they tried their best
- Enables non-team members to give support through attendance as a cheering section
- Promotes and encourages the development of Christian values (character) through interaction with peers
- Develops the concept of community through the participation in team sports
- Strongly promotes or commits to participation in CYO youth sponsored activities as their first and foremost priority if/when competing in additional athletics or other outside organizations

Families provide the foundation for the St. Cecilia Parish Athletic Program. The family provides the basis of Christian life and is one of the first experiences of the community for the growing Christian. The concepts of "team spirit and sportsmanship" cannot be over-valued, for it is in these ideals that meaningful participation in a community is possible for the child. Any family that has an issue with the program should feel free to approach the Athletic Directors or the Athletic Board members to discuss. The program depends on this family involvement to succeed.

The St. Cecilia Parish Athletic Program has a responsibility to each of its participants (coaches, players, officials and spectators) to provide the best possible atmosphere of competition. Such competition should not be based solely in terms of winning and losing, but rather in terms of improvement, enjoyment, and building self-confidence. In order to accomplish these goals, the participants must become gracious winners and losers, understanding that team participation and goals are more important than individual performance. The concept of team participation allows the athletes to experience individual growth while encouraging growth of their teammates, peers, friends, and competitors.

Athletic activity plays an important part in the growth and development of children. Team sports' competitive contests and special outdoor activities are opportunities to keep the body fit and the mind clear. For these reasons, the St. Cecilia Parish Athletic Program encourages the participation of all children, not merely the skilled athletes. In order to encourage wide participation and to foster Christian attitudes, the St. Cecilia Parish Athletic Program is built on a strong foundation of dedicated volunteer coaches and children open to learning and playing.

## **2.0 Organization and Roles**

### **2.1 Athletic Board**

#### **2.1.1 Athletic Board Functions**

The Athletic Board assists and supports the Athletic Directors in establishing and conducting a successful athletic program. The voting members of the board are the interested and active parent volunteer members or parish community volunteer members. The Board should also include, as non-voting members, the Athletic Directors and the Pastor (or his delegate). The Board will provide monthly updates, in writing (meeting minutes), to the Pastor and school principal.

Suggested functions of the Athletic Board include:

- Establishing the philosophy and policies of the Athletic Program
- Assisting with the management, inventory and purchase of necessary equipment
- Planning, implementing and supporting fund-raising activities (e.g. gift wrap and jog-a-thon)
- Supporting sponsored athletic tournaments
- Selecting and recruiting of Athletic Directors. Each Athletic Director is selected by a committee of members from the Athletic Board. The committee presents their recommendation to the Pastor for final approval and hiring
- Assisting the Athletic Directors with the preseason coaches meetings and postseason awards nights

- Giving assistance and support to the Athletic Directors, coaches, families and athletes
- Assisting with dispute resolutions in accordance with the grievance procedure process as described in Section 6.0
- A Board member is to be assigned/approved by the board as a liaison to each sport during the year – boys’ soccer, boys’ basketball, boys’ baseball, girls’ volleyball, girls’ soccer, girls’ basketball, boys’ & girls’ track – to coordinate with the Athletic Director and insure the following:
  - Participation of evaluators/raters in team selection of players consistent with policy as stated in section 3.0
  - Athletic Board participation experience surveys distributed during the last half of games of regular season, collection, organization, and any tabulation of the responses, and communication of results to the Athletic Director and the Athletic Board at the next regular board meeting
  - Advising and providing status and recommendations regarding the budget and registration fees
  - When requested by an Athletic Director, act as objective observers during team selection process. The role of objective observer is to provide the Athletic Director with another unbiased opinion during the team selection process. The final decision on player team assignments shall be made by the Athletic Directors. Objective observers will not have a son or daughter participating in the class for which the tryout is being held
  - Help conduct the following meetings:
    - a. Annual parent address of grades 3-8 at an existing school meeting, informing them of procedures and policies that govern the St. Cecilia Athletic Program;
    - b. Annual end-of-year meeting with 2<sup>nd</sup> grade parents to remind them that in the fall the athletic program will operate differently than the K-2 experience – coach selection and team selection processes.
  - Act as points of contact for parents needing information and clarification regarding the athletic program

### **2.1.2 Athletic Board Membership and Elections**

- Applications for the Athletic Board will be distributed the early spring via the school newsletter and parish bulletin. New members will be selected by current Board membership at the May meeting. Officer duties for the following school year (President, Treasurer, Recording Secretary) will also be determined at the May meeting.
- Athletic Board membership is a three year term. Three members rotate on and off the Board each school year.



- Incoming and outgoing members attend the final (June) meeting of the school year. Incoming members do not have voting ability at the June meeting.

### **2.1.3 Athletic Board Code of Conduct**

Standards for Athletic Board members' behavior include:

- All correspondence and letters, meeting minutes, board discussions, dealings with other organizations, results of coaches and Athletic Director surveys shall at all times remain confidential
- All e-mails between Board members, Pastor and Principal shall be treated as confidential and shall not be forwarded to others without approval of a majority of the Board or as directed by a majority of the Board
- Planning for fundraising events (i.e. jog-a-thon, gift wrap sale), sport's award night, coach's dinner, Athletic Board mass and tournaments are not confidential and can be discussed with anyone
- Parent's complaints given directly to board members shall be treated as confidential. Board members can admit they are aware of disciplinary situations but must state they are not at liberty to discuss the particulars of the situation. Board members should not voice any opinion regarding complaints or issues at any time. Board members upon hearing complaints shall request any complaint be provided in written form and delivered to school attention, Athletic Board President. In addition, board members are required to report complaints, whether or not in written form, to the Athletic Director or Athletic Board President for potential investigation, either at the next board meeting, as an agenda item, or if warranted, by notifying the Athletic Director or Athletic Board President immediately by phone, voicemail, email, or in person
- Results of student and parent surveys are confidential

### **2.1.4 Penalties for Violations of Code of Conduct**

Failure of Athletic Board members to maintain confidentiality on items identified above shall result in being suspended from active participation until a full investigation can be performed. If investigation reveals that a board member did violate the code of conduct, that board member will be asked to resign.

## **2.2 Athletic Directors (Girls and/or Boys)**

### **2.2.1 Athletic Director Duties**

Athletic Directors are responsible for:

- The overall conduct of the Athletic Program. She/He is responsible to the Pastor and the Athletic Board

- Receiving information from the CYO Office and are responsible for the dissemination of this information to the appropriate parties, including the Board members. Athletic Directors are required to attend the CYO's Athletic Director meeting at the beginning of each year. At the annual meeting the Athletic Directors will receive CYO rules and guidelines for that year. Athletic Directors shall be knowledgeable of the CYO Bylaws and the league constitution and rules; ensuring that the philosophy of the CYO program is followed.
- Communications of CYO information to appropriate parties, including the Board members.
- Recruiting and assigning qualified coaches for all teams; providing coaches with workshop and clinic information available in the Bay Area to help improve their coaching skills; ensuring that the coaches are informed and prepared for each sport season; coaches should be high school aged or older
- Communications of tryouts on a timely basis; notices to be sent to the parish community including the school and the Children's Faith Formation (CFF) program by using the School Newsletter Vehicle, the Parish Bulletin, and Announcements in the CFF classes; advance notification is important as well as multiple communications
- Coach selection to include consideration of all interested applicants and communication with these applicants regarding assignment decisions, consistent with policy as stated in section 2.2.2
- Conducting an informational meeting for all coaches at the beginning of the year
- Discussing league (i.e. CYO, Parish, Park & Rec.) rules, rule changes and league information
- Maintaining St. Cecilia's coaching philosophy
- Coordinating with the rectory administrative manager to verify that all coaches are in compliance with league and Archdiocese of San Francisco requirements (i.e. fingerprinting, Shield the Vulnerable); and that records are kept on file at the rectory
- Submitting player rosters to all leagues in a timely manner
- Represent the parish at league meetings (or sending a representative) and contributing to league activities
- The selection of any all-star or achievement team members
- Organizing the Athletic Program and support functions including:
  - Arranging for registration of team players; distributing registration materials; setting time and location for registration
  - Acquiring and maintaining equipment and uniforms
  - Scheduling practice facilities including field reservations (i.e. SF Park and Recreation Dept and City College of San Francisco); usage of the Durocher Pavilion will be reviewed with pastor or his delegate prior to the beginning of each season (preferably at the end of the previous school year)

- Working with the counterpart Athletic Director to ensure the efficiency and quality of both the boys and girls programs
- Determining eligibility of each player for each sport; being certain that all players are eligible to participate
- Checking with the parish and school calendars to avoid schedule conflicts; working with parish leaders to avoid conflict with other parish programs to promote the Athletic Program in the parish
- When deemed appropriate, reviewing Athletic Experience surveys with coaches
- Directing the selection of teams and monitoring the team selection process
- Collecting athletic fees from parents prior to player participating on athletic teams
- Monitoring the Durocher Pavilion during its use for St. Cecilia and athletic events
- Communicating tryouts in a timely basis; notices to be sent to the parish community including the school and the CFF program by using the School Newsletter Vehicle, the Parish Bulletin, and Announcements in the CFF classes; advance notification is important as well as multiple communications
- Ensuring participation of evaluators/raters in team selection of players consistent with policy as stated in section 3.0
- Determining Coach eligibility to include consideration of all interested applicants and communication with these applicants regarding eligibility decisions, consistent with policy as stated in section 2.2.2
- Monitoring the selection of any all-star or achievement team member from a St. Cecilia team using the following manner: 1) The team coach will nominate an athlete, and his or her vote will be given a 33.3% weighting towards selection; 2) The team members will nominate an athlete, stating reasons why this athlete should be considered, and the winning student of the team-member vote will be given a 33.3% weighting towards selection; and 3) The appropriate Athletic Director will nominate an athlete, and his or her nomination will be given a 33.3% weighting towards selection. The student-athlete with the most votes from this process will be selected as the all-star team member or achievement team member. In the event a St. Cecilia coach is to be the coach of the all-star or achievement team and is invited by the league to bring his or her son or daughter to play in the game, this will be disclosed to all team members in advance.

### **2.2.2 Selection of Coaches by Athletic Directors**

The St. Cecilia Athletic Board encourages parent participation in the Athletic Program, believing that the St. Cecilia parents have the greatest interest in the education of our student-athletes. The Athletic Directors strive to identify qualified parents of our student athletes who are willing to coach. While the Athletic Board recognizes that our Athletic

Program can not totally rely on parent coaches, the Athletic Board believes that parents should be given a preference in those instances in which parents and non-parents have expressed an interest in coaching one of our athletic teams. In those instances in which a parent is not available to accept primary coaching responsibilities, participation by a parent of a student athlete in a secondary role is encouraged. In all instances which a college or high school aged person will act as a primary coach for any of our athletic teams, the applicable Athletic Director will make every effort to elicit the assistance of a parent of a student-athlete in acting in a secondary role. If the Athletic Director is unable to elicit the assistance of a parent in those instances in which a high school age or college aged person will act as the primary coach, the applicable Athletic Director should exercise a greater degree of oversight in the supervision of this team as well as assignment of a mentor to assure proper handling of our student athletes.

Prospective coaches shall fill out an application form annually that will be kept on file in the Athletic Department (see Coach Application Form).

### ***2.2.3 Athletic Director's Assignment of Coaches***

The St. Cecilia Athletic Program recognizes that for grade levels 4 through 8, competitive top teams will be selected. The Athletic Director will determine the eligibility or ineligibility of applicants to coach the top team and to coach teams at the other various levels.

The criteria for determining the eligibility of a coach for the top team, and for the other various teams, is that 1) The coach demonstrates the ability to coach in a competitive league (or to coach at the estimated competitive level for the lower teams) and 2) The coach is committed to being a "Double-Goal" coach (see Section 2.3.1). The Athletic Director will use the coaching application form, and any previous coaching evaluation forms submitted, to determine a coach's qualifications for coaching in a competitive league, or to coach at the estimated competitive level for the lower teams.

The Athletic Director will select all coaches, with the assistance of the Athletic Board if necessary. All coaches must submit Coaching Application Form prior to team tryouts. The Athletic Director will evaluate all potential coaches and make every effort to place the best coach on the top team in each grade. All other coaches will be placed with each subsequent team according to the Athletic Director's evaluation. Coaching assignments are made independently of the tryouts.

Coaches will be given the opportunity to coach their own children, without any guarantees. Coaches and/or players may move down to a lower team, as to allow all coaches the opportunity to coach their own children. If a parent is to coach a team and is not eligible to coach the team his/her child has been assigned to by the rankings, his/her child may be moved down to the team his/her parent will be coaching, and that the vacancy created in the roster will be filled by the next highest ranked player in the student rankings. This movement of the child to the team coached by his/her parent will be unquestioned by any party including other coaches. The only exception to moving the

student athlete down to the team to be coached by his/her parent will be if the family involved declares the student athlete is to stay on the team for which the student was originally designated, and that the parent will coach a team without his/her child on that team.

Any dispute or grievance arising from this assignment decision must be handled in accordance with the athletic program grievance procedures as stated in section 6.0. Any party filing a grievance should do so within 24 hours of the assignment.

## **2.3 Coaches**

### **2.3.1 "Double-Goal" Coaches Guidelines**

The St. Cecilia Athletic Program has adopted the "Double Goal" Coach philosophy. A "Double-Goal" Coach wants to win but has a second goal to help develop positive character traits that help players be successful in life. Winning is important, but the goal of helping players learn "life lessons" is more important. A "Double-Goal" Coach puts players first." The St Cecilia Athletic Program wants every St. Cecilia coach to strive to be a "Double-Goal" coach.

### **2.3.2 Double-Goal Coach Mental Model**

The job description of a "Double-Goal" Coach includes three major elements:

1. Redefining "winner"
2. Filling Players Emotional Tanks
3. Honoring the Game

#### **2.3.2.1 Redefining "Winner"**

"Double Goal" Coaches help players redefine what it means to be a winner through a mastery, rather than a scoreboard, orientation. They see victory as a by-product of the pursuit of excellence. They focus on effort rather than outcome and on learning rather than comparison to others. They recognize that mistakes are an inevitable part of learning, and foster an environment in which players don't fear making mistakes. They teach players that a key to success is how one responds to mistakes. They set standards of continuous improvement for self and players. They encourage players, whatever their level of ability, to strive to become the best players, and people, they can be. They teach players that a winner is someone who makes maximum effort, continues to learn and improve, and doesn't let mistakes (or fear of mistakes) stop him or her.

### **2.3.2.2 Filling Players Emotional Tanks**

“Double Goal” Coaches are positive motivators who refuse to motivate through fear, intimidation or shame. They recognize that every player has an "Emotional Tank", like the gas tank of a car. Just as a car with an empty gas tank can't go very far, players with an empty emotional tank don't have the energy to do their best.

“Double Goal” Coaches understand that compliments, praise and positive recognition fill Emotional Tanks. They understand the importance of giving truthful and specific feedback. When correction is necessary, “Double Goal” Coaches communicate criticism to players in ways that don't undermine their sense of self-worth. “Double Goal” Coaches strive to achieve a 5:1 "Magic Ratio" of praise to correction, recognizing that this allows players to better hear criticisms.

“Double Goal” Coaches establish order and maintains discipline in a positive manner. They listen to players and involve them in decisions that affect the team. They work to remain positive even when things aren't going well. They recognize that it is often when things go wrong that a coach can have the most lasting impact and teach the most important lessons. Even in adversity, they refuse to demean themselves, their players, or the environment.

### **2.3.2.3 Honoring the Game**

“Double Goal” Coaches love their sport and uphold the spirit, as well as the letter, of its rules. They respect opponents, recognizing that a worthy opponent will push their athletes to do their best. They understand the important role that officials play and show them respect even when they disagree with their calls. They encourage players to make a commitment to each other, and to encourage one another on and off the field. They live up to their own standards, regardless of what others do, and demonstrate integrity.

### **2.3.3 Additional Coaching Guidelines**

In addition to “Double-Goal” Coaching guidelines, the St. Cecilia Athletic Board requires that all coaches comply with the following:

- Treat opposing coaches, participants and fans with respect, shake opposing coaches and team members' hands after each contest
- Take steps to minimize a non-competitive game; for example, when St. Cecilia is ahead in the final quarter by a significant advantage, non-starters should be played or additional passing shall be required before scoring attempts
- Not discuss the final results of a game with a referee or umpire after the completion of the game. Any issues with game officiating will be documented and provided to the appropriate Athletic Director for resolution. The coach should not attempt to learn the referee's name but indicate to the Athletic Director the game, location and issue in question

- Provide fair playing time opportunities in accordance with section 4.0 on player participation guidelines and as stated below. It is the goal of the St. Cecilia athletic program to provide every player with fair playing time as long as they attend practice and follow the direction of the coaches during practice.
  - a. For grades 3 and 4 every coach will strive to divide playing time equally between all players
  - b. For grades 5 and 6 every coach will strive to play all players as a minimum half of the game
  - c. For grades 7 and 8 a greater emphasis is to be placed on the competitive nature of athletics. In line with this emphasis, players must earn their playing while still playing at least the league minimum
- Support and commit to the policies and procedures of the St. Cecilia Athletic Program

#### **2.3.4 Game rules of conduct for coaches**

- Coaches may not come onto the field or court at any time during a game unless to attend to an injured player when called upon by the official.
- Coaches must address players, spectators and referees respectfully during the game
- Communication with the referees must be done if at all possible through the playing captain

#### **2.3.5 Coaching Responsibilities**

Responsibilities of the Coach include:

- Attending the Athletic Board's mandatory coaches meeting at the beginning of the school year
- Fulfilling the coaching requirements of leagues that St. Cecilia participates in and the Archdiocese of San Francisco
- Attending the Athletic Director's Coaches Meeting prior to the beginning of each sport season
- Conducting a preseason meeting (optional) with the parents prior to the first game to cover the following:
  - Review practice times
  - League rules pertaining to the sport being coached
  - Fundamentals for the sport you are responsible for coaching;
- Being aware St. Cecilia's athletic programs will be held responsible for damages caused by team participants and spectators
- Providing game schedules to all parents as soon as they are available
- Filling out an accident report form (see Accident Report Form) in the event a player is injured and immediately notify the appropriate Athletic Director and School Principal.

### **2.3.6 Coaching Code of Conduct**

Coaches shall comply with the “Double-Goal” Coach philosophy. The following actions have been identified by the Athletic Board as of nature that disciplinary action will be required:

- Any coach ejected from a game because of unsportsmanship like conduct will be suspended for the next two games and may be subject to additional penalties
- Any coach who verbally abuses another person (for example, the use of words harmful to a player’s sense of self esteem, or words that are excessively critical of player’s or referee’s ability or efforts) may be suspended for the remainder of the season and may be disqualified from participation in the St. Cecilia Parish Athletic Program
- Any coach who physically abuses or threatens an official, player or other person will be immediately suspended from their coaching duties pending further investigation. If the results/actions are verified, the coach will be suspended for the remainder of the season, disqualified from further participation in the St. Cecilia Parish Athletic Program and will result in at least one year suspension from further CYO/league functions pursuant to CYO/league guidelines.

## **2.4 Players**

### **2.4.1 Standards of player behavior**

- Treat opponents with respect; shake hands after contests
- Respect the judgment of officials and abide by the rules of the contest
- Accept seriously the responsibility of representing the school or parish by displaying positive behavior at all times
- Play in a positive manner, reflecting Christian values
- Treat teammates and coaches with respect during both practices and games
- St. Cecilia practices and games take precedence over other sports activities
- Players shall respect, listen and learn from their coach

### **2.4.2 Players Code of Conduct**

- Any player ejected from a game because of unsportsmanship like conduct will be suspended from the next game and may be subjected to additional penalties
- Any player who physically or verbally abuses another player, participant or official may be suspended from play for the remainder of the season and may be disqualified from participation in the St. Cecilia Parish Athletic Program
- Any player who verbally abuses or harasses his teammates or coaches during practice or games shall be subject to loss of playing time. Coaches will inform opposing coaches, the officials and the Athletic Director of disciplinary issue prior to the game. If necessary the player may be limited to playing less than the CYO minimum.



## **2.5 Parents**

### **2.5.1 Coach-Parent Partnership**

Parents play an important role in letting a coach "coach" and building a positive Coach/Parent Partnership that can help the athlete have the best possible experience by doing the following:

#### **2.5.1.1 Recognize the Commitment the Coach Has Made**

Coaches make a commitment that involves many, many hours of preparation beyond the hours spent at practice and games. They have earned the right to make decisions (even ones that don't work out so well) with their commitment. Recognize their commitment. Try to remember this whenever something goes awry during the season.

#### **2.5.1.2 Make Early, Positive Contact with the Coach**

As soon as you know who your child's coach is going to be, contact them to introduce yourself, and let them know you want to help your child have the best experience they can have this season. To the extent that you can do so, ask if there is any way you can help. By getting to know the coach early and establishing a positive relationship, it will be much easier to talk with them later if a problem arises.

When the coach is doing something you like, let them know about it. Coaching is a difficult job, and most coaches only hear from parents when they want to complain about something. This will help fill the coach's Emotional Tank and contribute to them doing a better job. It also makes it easier to raise problems later when you have shown support for the good they are doing. And just about every coach does a lot of things well. Take the time to look for them.

#### **2.5.1.3 Don't Put the Player in the Middle**

If you think your child's coach is not handling a situation well, do not tell that to the player. Rather, seek a meeting with the coach in which you can talk with them about it.

#### **2.5.1.4 Let the Coach "Coach"**

If you are not one of the coaches, avoid giving your child instructions during the game. It can be confusing for a child to hear someone other than the coach yelling out instructions during a game. If you have an idea for a tactic, go to the coach and offer it to them. Let them decide whether they will use it or not. If they decide not to use it let it be. Getting to decide those things is one of the privileges they have earned by making the commitment to coach.

### **2.5.1.5 Observe "Cooling Off" Period**

Wait to talk to the coach about something you are upset about for at least 24 hours after a game. Emotions, both yours and the coach's, are often so high after a contest that it's much more productive if you discipline yourself to wait until a day goes by before contacting the coach about a problem. This will also give you time to think about what your goals are and what you want to say.

### **2.5.1.6 Fill Entire Team's Emotional Tanks**

Competitive sports are stressful to players, and the last thing they need is a critic at home. Focus on the positive things they are doing, and leave the correcting of mistakes to the coach. Let them know you support them without reservation, regardless of how well they play. Cheer for all of the players on the team. Tell each of them when you see them doing something well.

## **2.5.2 Preseason Parent Responsibilities**

### **2.5.2.1 Preseason Coaches Meeting (optional)**

Parents shall attend a preseason parent meeting held by the coach (optional). Topics typically covered in these meetings include:

- Review practice times
- League rules pertaining to the sport being coached
- Fundamentals for the sport you are responsible for coaching

## **2.5.3 Parents – Game Day**

### **2.5.3.1 Encourage Other Parents to Honor the Game**

- Always show respect for the other team and the officials. Encourage other parents to also Honor the Game. If a parent of a player on your team begins to berate an official, gently say to them, "hey, that's not Honoring the Game. That's not the way we do things here."
- Remember that the players are children and are playing for their enjoyment, not yours
- Remain seated in the spectator area during games
- Respect decisions made by contest officials. Do not at any time attempt to engage officials in discussion either during or after games. Any issues with game officiating shall be documented and provided to the appropriate Athletic Director for resolution. The spectator should not attempt to learn the referee's name but indicate to the Athletic Director the game, location and issue in question
- Be a role model by positively supporting teams and by not shouting instruction or criticism(s) to the players, coaches or officials. Do not coach from the stands.
- Make no derogatory comments or suggestions to players, coaches, and parents of the opposing team, officials or league administrators

#### **2.5.4 Parents/Spectators Code of Conduct:**

- Participating teams and their coaches are responsible for the conduct of their spectators
- Any spectator/parent who displays poor sportsmanship may be removed from the facility by an official, team coach, a league official or the host gym person in charge
- Any spectator/parent who interferes with the conduct of a St. Cecilia's activity may, at the discretion of the spectator's parish, league, or the San Francisco Archdiocese, be barred from attendance at subsequent St. Cecilia athletic events

### **3.0 Player Selection Guidelines**

#### **3.1 Player Selection General Guidelines**

The Athletic Board wants parents and players to have a clear understanding of the criteria used at St. Cecilia for the selection of athletic teams in grades 3 through 8.

Coaches at each grade level along with appropriate Athletic Director and objective observers appointed by the Athletic Directors must work together to assure fair and unbiased selection of players to allow each St. Cecilia athletic team at such grade level to compete at its designated level of competition.

The appropriate Athletic Director and the Athletic Director-appointed objective observers (or "raters") shall assure a fair and unbiased ranking of players. The Athletic Director shall oversee the player selection process: Athletic Directors and raters shall rate each player using the point scale on the common rating chart prepared by the Athletic Director, and then add all rating scores from all raters to rank all players.

In grade level 3, the primary emphasis will be placed on the physical and mental development and education of each athlete, while introducing the athlete to the competitive nature of athletics. Players in this grade will be rated during tryouts by the objective observers and Athletic Director on a number of drills which highlight skill and team play.

In grade levels 4 through 8, players will be rated by the objective observers and Athletic Director based on performance during tryouts. During tryouts, players shall be exposed to a number of drills and simulated game situations to allow for an accurate assessment of a player's ability.

## **3.2 Player Selection Guidelines Grades 3 - 8**

Teams will be determined using the following approach:

- Grade 3: All teams will be balanced by selecting alternating players, or “every other” player for each team (eg: odd number rankings to one team, even number rankings to the next if two teams). Teams will be made as even as possible.
- Grades 4-8: Teams will be determined by placing the highest ranked “x” number of players on the first team, the next highest ranked “x” players on the next team, and so on.

The “raters” will rank the players and assist the Athletic Director in determining the team rosters. Team rosters can then be distributed to the coaches.

Coaches can observe the tryouts/assessments. After the teams are established, a coach, or group of coaches may, on a student-by-student, case-by-case basis suggest changes to the rosters determined by the raters and the Athletic Director. If and only if these change(s) are unanimously supported by all head coaches of teams in that grade and the Athletic Director, the change(s) will be made to the roster. If a unanimous decision cannot be reached by all head coaches, the Athletic Director will make final decisions regarding any recommended changes.

In the event a child is moved up to a team as a result of a change, his/her ranking will be at the bottom of that team (example, 7 out of 7). In the event more than one child is moved up to a team, their ranking on that team will be in the same relative order previously ranked by the raters (example, if seven on the team, previously ranked 8 would become 6 and previously ranked 10 would become 7). In the event a child is moved down to a team, the same logic would apply with the child then being ranked first on the team, and in the event more than one child is moved down to a team, they would be in the same relative order previously ranked by the raters (example, if 7 on a team, 5 would become 1 on the lower team, and 7 would become 2 on the lower team).

There are additional possible exceptions to this player assignment process: 1) A child may be moved “down” to the team his/her parent will coach if those are the wishes of the family involved, consistent with the rule as outlined in section 2.2.3; 2) A child may be moved “down” in boys’ baseball where starting in fifth grade the Athletic Director, “raters,” and coaches will insure that a minimum of two pitchers capable of throwing a pitch over the plate will be on the “lower” team. In determining these baseball lower team pitching players the Athletic Director will have the final say; and 3) An Athletic Director decides a roster change is required to ensure all teams are competitive based on league placement.

Participants and their parents will be responsible for informing the appropriate Athletic Director, if necessary, of any potential problems or other concerns prior to the selection of the teams.

If a player misses tryouts, the parents must notify the appropriate Athletic Director within 24 hours so that the player will be placed on the appropriate team. The Athletic Director will receive input from coaches at that grade level but the final decision will be made by the Athletic Director.

If a parent has an issue with his or her child's playing for a specific coach, this issue must be communicated to the Athletic Director before the team selection process. The Athletic Director will evaluate the issue and will make a final determination if the issue is valid. No movement of players between team will be allowed after team selection. If a player is unwilling to play for an assigned coach and did not indicate there was an issue before tryouts the player will either have to play for that coach or they will forfeit the privilege of playing the next sport that they play. If a player is unwilling to play for their assigned team following team selection, they will forfeit the privilege of playing the next sport that they play.

CYO guidelines indicate that rosters are set as soon as they are submitted to CYO. St. Cecilia athletic policy is that team rosters are final at the completion of tryouts except for the case where a player has missed tryouts. Petitioning CYO directly for a roster change without the approval of the St. Cecilia Athletic Board, appropriate Athletic Director and Pastor will not be allowed.

## **4.0 Player Participation Guidelines**

### **4.1 Participation Guidelines General**

Players are expected to show up on-time to all practices & games and stay the entire time.

Players who have missed school due to illnesses may not attend either a practice or game on the same day. If this rule is circumvented, the player cannot participate in the subsequent game.

Players who are ill on Friday may attend and participate in a game over the weekend if their illness permits but cannot participate on that Friday.

**St. Cecilia practices and games take precedence over other non-St. Cecilia activities. This includes ALL St. Cecilia sponsored sporting events, like the Holy Name Basketball Tournament for example.**

Team members are expected to participate in scheduled practices each week, and are expected to play in all scheduled games. Any absences (for illness, educational assistance, family trip, etc.) must be communicated to the coach in a timely manner.

Players with a pattern of excessive or unreasonable absence, without proper communication with the coach, may be subject to disciplinary actions, such as:

1. having playing time reduced to the minimum, as required by CYO, for the next scheduled game
2. not starting in the next scheduled game
3. suspension from the next scheduled game
4. dismissal from the team
5. prohibition from playing in the player's next sport of choice.

The Athletic Director(s) will have the discretion to review all situations of player absences from practices and/or games.

## ***4.2 Participation Guidelines Grades 3 and 4***

1. The St. Cecilia Athletic Program recognizes that for grade levels 3 and 4 the primary emphasis is the physical and mental development and education of each student-athlete while introducing the student-athletes to the competitive nature of athletics.
2. In support of this goal for player development every coach will strive to divide playing time **equally between all players**.

## ***4.3 Participation Guidelines Grades 5 and 6***

1. In grade levels 5 and 6 the primary emphasis will still be placed on the physical and mental development and education of each athlete, while beginning to place more emphasis on the competitive nature of athletics.
2. In support of this goal for player development every coach will strive to play all players a minimum of **half of the game**.

## ***4.4 Participation Guidelines Grades 7 and 8***

1. For grade levels 7 and 8 a greater emphasis is to be placed on the competitive nature of athletics (to prepare to compete on high school athletic teams) while continuing to improve the physical and mental development and education of each of our student – athletes.
2. Inline with this emphasis on the competitive nature of athletics players must earn their playing time based on their performance in practice and games. CYO/league minimum rules for participation shall apply for grades 7 and 8.

## ***4.5 Baseball Participation Guidelines***

1. Grades 3 and 4 (Coach Pitch):
  - Every player must be in the lineup at all times.

- Every player must play at least 3 innings in the field per game.
- It is strongly encouraged that players play multiple positions. Every player should get the opportunity within the season to play both infield and outfield positions.

2. Grades 5 through 8 (Player Pitch):

- Every player must play 3 innings in the field and get at least one at bat if time allows.
  - If this does not occur during the game, the athlete must start the next game and meet the criteria stated above.
- It is strongly encouraged that players play multiple positions. Every player should get the opportunity within the season to play both infield and outfield positions.

## 5.0 Enforcement of Athletic Handbook Codes of Conduct

The parish shall enforce the above codes of conduct and guidelines. Complaints regarding violations of the code of conduct and guidelines shall be first brought to the attention of the Athletic Directors. Coaches, participants or spectators may be placed on probation or suspended from CYO/St. Cecilia athletic activities for their actions. The Athletic Director will review and investigate all violations of the Codes of Conduct and guidelines and will enforce the penalties stated in the coaches, parents and players sections.

If a disciplinary issue occurs that does not fall within the present guidelines, the Athletic Director will refer the issue to the Athletic Board for policy clarification. After the Athletic Board has clarified the athletic policy, the Athletic Director will then inform the coach/player/spectator of the policy clarification. If the coach/parent/spectator does not agree with the policy clarification he/she can request from the Athletic Board an opportunity to address the full board on the subject matter. The Athletic Board will at that time evaluate whether their initial policy decision was correct and any decision from that time forward will be considered to be final and not subject to further appeal. In the event no resolution is reached, the matter will be escalated to the Pastor for further review.

Guidelines for grievance procedures are stated in the Grievance Procedure section 6.0 and should be followed accordingly.

## 6.0 Grievance Procedures

Any parent with a coaching grievance shall first observe the recommended "Cooling Off Period" spelled out in section 2.5.1.5. It is then recommended to try and resolve the situation thru face-to-face communication with all involved parties. If the face-to-face

meeting with the coach does not resolve the issue, then a meeting should be scheduled with the Athletic Director to review the situation.

The Athletic Director will evaluate all grievances and discuss the situation with the parties involved and will present to all parties his/her solution based on St. Cecilia Athletic Guidebook and/or CYO guidelines. If there is a difference between the St. Cecilia Athletic Guidebook and the CYO guidelines, the St. Cecilia Athletic Guidebook will take precedence. Any decision the Athletic Director makes during the review of the grievance will be final.

The Athletic Director can request at his or her discretion the help of the Athletic Board in resolving a grievance issue, which involves issues not presently covered by the handbook and/or CYO guidelines. In that case the President of the Athletic Board should be contacted immediately. The Athletic Board President will immediately notify the other members of the Athletic Board and will either add the grievance to the next scheduled Athletic Board meeting agenda or call an emergency meeting. The Athletic Director will then brief the full Athletic Board at the next Athletic Board meeting. During the Athletic Board meeting the board will review the grievance and will determine a solution for the grievance, which will be decided by a simple majority vote of all of the Board members that are present. Any parties involved in the grievance can request to present their side of the grievance at the Athletic Board meeting as long as they notify the Athletic Board President ahead of time so that they can be added to the meeting agenda. If a special emergency meeting is called, the Athletic Director will be responsible for informing all interested parties of the time and date of the meeting.

The Pastor may only intervene in the grievance process after the Athletic Board has completed its review process. The hierarchy is to stay intact: First contact: Coach (es) Second Contact: Athletic Director; Third Contact: Board, Fourth Contact: Pastor. The Pastor can overrule any final decision of the Athletic Board, and any ruling from him will be final. All guidelines in the Athletic Guidebook will be strictly adhered to.

## 7.0 Insurance

Players who attend one of the parochial elementary schools and play for a parochial school sponsored team are covered by the parochial school secondary insurance policy for their interscholastic sports participation. If a participant is from outside the Parish, the secondary insurance should be purchased from the appropriate Athletic Director before participation in the sport. The need for a secondary insurance claim form should be directed by the parent to the coach. Each coach is responsible for the completion of the claim form. The claim form should then be directed to the appropriate Athletic Director and handled by the elementary school of the participant. See Appendix A for insurance coverage information.

All preseason practices shall be approved by the appropriate Athletic Director. Any injuries that occur during a preseason practice that was not approved by Athletic Director



might not be covered by the Parochial School Insurance Policy. In some instances coaches could be held liable for unapproved practices.

## **8.0 First Aid Procedures**

Accident Report forms to be completed immediately following an injury;

Insurance report to be complete immediately following an injury;

Insurance accident forms if insurance claim will be filed.

See back of the handbook for an example of these forms.

If a player is injured the following procedures should be followed:

Administer first aid according to American Red Cross First Aid procedures;

Make sure you wear safety gloves when administering first aid;

Fill out an accident report; make three copies keeping one for your records and submitting the second copy to the appropriate Athletic Director and the third copy to the School Principal;

If the injured athlete requires secondary insurance coverage, fill out one copy of the insurance form; make two copies of the insurance report; give one copy to the parent, keep one copy for your records and give the original to the appropriate Athletic Director.

## **9.0 Transportation of Players**

Archdiocese policy suggests that whenever possible, coaches should have parents arrange for the transportation of their own children.

## **10.0 Uniforms and Equipment**

### **10.1 Uniforms**

The St. Cecilia Athletic Program provides each player with a uniform for each sport. These uniforms are the property of the Athletic Program. Each player is responsible for the upkeep of his/her uniform. Please adhere to the recommended washing instructions to ensure the longevity of our uniforms.

Distribution of uniforms will take place on specific days prior to the start of each season. The Athletic Directors will notify the coaches and parents of the date for distribution and will keep records for each athlete so that when they are returned, proper credit is given to

each athlete. If a uniform is damaged or lost, the athlete will receive a bill for purchase of a replacement. An athlete will not be issued a uniform for the next sport until the previous sport uniform is returned.

## **10.2 Equipment**

The Athletic Director is responsible for the purchase, inventory, maintenance and storage of all equipment. Equipment requests should be submitted to the Athletic Board in May for consideration in the preparation of the following year's budget.

Equipment will be issued prior to the start of each sport season. Coaches are responsible for the return of all equipment. Coaches should make an effort to note the condition of the equipment and communicate as needed to the Athletic Directors.

## **11.0 Team and Program Fees**

The Athletic Program is funded from participation fees, grant requests and fund-raising activities. Parent support of the fund-raising activities (i.e. Jog-A-Thon, gift-wrap sale) is imperative for the continued operation and success of the Athletic Program. The St. Cecilia's Athletic Program fee assessed to individual players is based on league and Archdiocese costs, as well as costs for practice facilities, uniforms, equipment costs and participation awards. The participation fee will be reassessed annually as costs rise due to inflation or expansion of the Athletic Program.

## **12.0 St. Cecilia Sports Calendar and Game Schedules**

### **12.1 Sports Calendar**

Sports seasons are played in accordance with the annual CYO/league Sports Calendars as published by the CYO/league Office. The CYO/league sports calendars include dates for the beginning and ending of the league play and playoff dates for each sport during the fall, winter and spring seasons. Sport seasons may change periodically. Questions by a coach or parent regarding the schedule should be addressed to the Athletic Directors.

### **12.2 Sports Activities**

Girl's 3<sup>rd</sup> - 8<sup>th</sup> grade: Volleyball, Soccer, Basketball and Track (5<sup>th</sup>-8<sup>th</sup> only)

Boy's 3<sup>rd</sup> - 8<sup>th</sup> grade: Soccer, Basketball, Baseball and Track (5<sup>th</sup>-8<sup>th</sup> only)

In addition to these sports, a Cross Country meet is held in the fall and a Track and Field meet is conducted in the spring. These meets are open to girl/boy athletes in the third through eighth grade.

## **12.3 Game Schedules**

Schedules are distributed to the Athletic Directors when CYO/league has completed the girls and boys sports calendars. Schedules are usually ready for distribution just prior to the first week of league games. Requests for schedule changes must be made by the coach in advance to the appropriate Athletic Director. Each coach is responsible for distributing their schedule to team participants and parents, and notifying them of the appropriate website for viewing schedules and changes.

## **13.0 Player Eligibility**

General Rule: All players must attend either St. Cecilia School or be registered and active in the parish and attend CFF in order to be eligible to participate in the Athletic Program.

## **14.0 Team Practices**

Practice times and sites will be determined by the Athletic Directors and communicated to the coaches. Consideration will be given to the younger participants in the scheduling of practice times. Coaches should submit time and date preferences to the appropriate Athletic Directors in advance. Once practice times have been set by the coach and Athletic Director any future changes must be approved by the appropriate Athletic Director.

## **15.0 Awards**

A sports award assembly is held to recognize the students who compete in CYO/league Athletics. Parents and students will be notified of the date and time on the school calendar. A school day assembly honors the 3<sup>rd</sup> and 6<sup>th</sup> grade student athletes. An evening presentation recognizes the 7<sup>th</sup> and 8<sup>th</sup> grade student-athletes. Student athletes earn points for each sport in which they participate during the year. The following is the breakdown of the points

Grade Points per Sport Possible Total

Grades 3 – 5: 1 point per sport; total of 3 points maximum

Grade 6: 2 points per sport; total of 6 points maximum

Grades 7 - 8: 3 points per sport; total of 9 points maximum

An athlete who earns 9 total points will be awarded a block. An athlete who earns 15 total points will receive a star. An athlete who earns 21 total points will receive their second star. A 27-point total will be their third star. The blocks and stars will be awarded instead of trophies and medals. The 3<sup>rd</sup> and 4<sup>th</sup> grade athletes will receive participation certificates.

## **15.1 Sportsmanship Awards**

An athletic sportsmanship award will be given to the most outstanding eighth grade girl and boy athlete.

The criteria for selection will include: 1) The student must play in three sports during their seventh and eighth grade year; and 2) The student must demonstrate sportsmanship and a positive attitude not only to their teammates and coaches but to their opponents; 3) The student must demonstrate their commitment to the SC Athletic Program including attendance at all practices and games including the SC-HN tournament; 4) The student must demonstrate skilled athletic ability and leadership; 5) The student must demonstrate the values of a Christian athlete.

The selection of the awards will be decided in the following manner:

1. The eighth grade boys and girls will nominate an athlete stating reasons why this athlete should be considered; the student vote will be given a 33.3% weighting towards selection.
2. The eighth grade coaches will nominate an athlete; their vote will be given a 33.3% weighting towards selection.
3. The appropriate Athletic Directors will nominate an athlete, their nomination will be given a 33.3% weighting towards selection of the most outstanding athlete.

The student-athlete with a two-third's majority vote as decided by the students, coaches, and Athletic Directors, will be honored with the award at the sports award assembly.

## **15.2 Coaches Award**

The coaches' award will be given to the eighth grade girl and boy athlete from each individual eighth grade team (for instance, if there are four boys' basketball teams there will be four award winners, one from each team) who best demonstrate the following traits:

1. Inspires teammates and coaches by their hard work and effort in practice and games.
2. Is very coachable, demonstrated by their ability to listen attentively during practices and games and then put the skills taught to them to use in game situations.
3. Exceptional team player who creates opportunities for themselves and his or her teammates.

Award winners from each team shall be selected by their coaches.

## **15.3 Coaching Awards**

Each year the Athletic Board may nominate coaches who best demonstrate the St. Cecilia coaching philosophy and dedication. The Athletic Board may select one girls and/or one boys coach to receive the award. Winner(s) will be notified at the annual coach's dinner. Eighth grade coaches may also be honored at the coach's dinner.

## **16.0 Athletic Experience Surveys**

The Athletic Experience Surveys will be distributed to the community during the last half of the regular sports season and collected by the Athletic Board member assigned to that task or who is serving as the sport coordinator for that sport in that season. The surveys will be reviewed by the Athletic Board at a meeting following the end of each sports season. The Athletic Directors will provide feedback to coaches as deemed appropriate based on the review of the surveys. These questionnaires will be constructive and instructive and used to identify strengths and weaknesses. All questionnaires shall be treated as confidential. A member of the Athletic Board shall summarize the surveys.

## **17.0 Parent Meetings**

The Athletic Board will attempt to schedule annual parent informational meeting regarding the St. Cecilia Parish Athletic Program at the beginning of each school year. The objectives of this meeting include the following:

1. To enable the parents to support their children in a manner positive for the child
2. To introduce parents to the goals and objective of the St. Cecilia Parish Athletic Program coaching philosophy, team rules, game and practice procedures, and allocation of playing time
3. To ask for help from parents in supporting the teams in various tasks
4. To provide an avenue for feedback and communication with parents

## **18.0 CYO Administration and Archdiocese**

### **Organization**

#### **18.1 CYO Bylaws**

The CYO Bylaws contain the official rules for the CYO program. Every coach and Athletic Director should have a current copy of the CYO Bylaws. A parent may obtain a copy of the bylaws from the CYO website.

## **18.2 Archdiocese Advisory Boards**

The Archdiocesan CYO Advisory Board is composed of representatives from the councils and at large members. It advises the CYO Office in matters regarding the overall Archdioceses programs.

## **18.3 Purpose of CYO Athletics**

In CYO programs, emphasis rests not on the number of games won or lost, but on participant's attitude in victory or defeat. Learning how to lose is just as important as learning how to win. Learning how to win graciously is more important than winning itself. Principles of fair play and sportsmanship must govern every game.

CYO programs serve the needs of all youth. They enable the gifted to excel and the less gifted to participate and improve. "Star" athletes and teams do not receive exclusive attention.

Ultimate responsibility for the success of CYO programs lies with the volunteer adult participant. All volunteers and parents involved in the CYO program must remember that the program exists for the Christian growth of young people.

## **18.4 CYO Points of Emphasis**

1. Prayer – God is always present in our lives, even during play! All games, practices and CYO activities should begin with prayer
2. Sportsmanship – The CYO program must reflect Christian attitudes and values with CYO coaches emphasizing good sportsmanship. Taunting, baiting and rough play will not be tolerated. Coaches should set sportsmanship goals with their teams, discussing proper conduct. Coaches and their teams should shake hands with the other team after each contest. Coaches and players should never shout instructions or criticisms or show disrespect to the officials. Coaches who have concerns about an official should contact the Athletic Director
3. Keep CYO Fun – CYO is not a spectator sport for the benefit of coaches and parents. Good coaches build self-esteem, not destroy it. Winning must not be over emphasized; emphasis must be on skills and social aspects of sports. Parents must be supportive of their children without placing undue pressure on them to succeed. Spectators should cheer positively for both teams at the games.

## ***Appendix - Forms***

# COACHING APPLICATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Child(ren) name(s) & Current Grade(s): \_\_\_\_\_

Sports you would like to coach. Please circle gender and coaching position.

Fall      Girls (Volleyball)/Boys (Soccer)      Head/Assistant      Grade \_\_\_\_\_

Winter      Girls (Soccer)/Boys (Basketball)      Head/Assistant      Grade \_\_\_\_\_

Spring      Girls (Basketball)/Boys (Baseball)      Head/Assistant      Grade \_\_\_\_\_

Please list most previous coaching experiences:

Coaching Clinics Attended:

Briefly describe your motives and reasons for coaching:

Applicant's Signature and date:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 02/08/11, 04/13/11, 08/14/12



# St. Cecilia Athletics Accident Report

**1. Name of Injured: Birthdate:**

**2. Address: Telephone**

**3. Accident Date: Day of Week: Time:**

**4. Accident Site: Any Unusual Conditions: Yes\_No**

**5. Description of Injury:**

**6. Activity when injured:**

**7. How did the injury occur?**

**8. Emergency care given at site?**

**9. Accident witnessed by staff? Yes\_No Injury reported to staff? Yes\_No  
Name of staff:**

**10. Who was called?**

**11. Was the injured taken to the doctor or hospital at the time of injury?  
Yes\_No By Whom? How? Name of doctor or hospital:**

**12. Witnesses:**

**Name Address: Phone:**

**Name Address: Phone:**

**13. Comments:**

-

**Coach's (Staff) Name (Please print) Coach's signature**

**Received by Date: Received by Date \_\_\_\_ Athletic Director School Official**

# Report of Accident

**San Francisco Archdiocese**

**Name of School St. Cecilia School Telephone No: 415-731-8400**

**Address 660 Vicente St City: San Francisco, Ca 94116**

-

**Name of Student Age Street City**

-

**Name of Parents Street City**

**Description of Accident:**

**Place where accident occurred\_Cause of accident\_Date of Accident Time of Accident AM (PM) Were parents notified?**

**Was treatment administered?**

**Was student sent home?**

**Who was supervising activity?**

**Signature**

**Principal**

**Mrs. Marian Connelly**

## **ST. CECILIA SPORTS OVERVIEW & PARTICIPATION RULES**

As part of our effort towards the continuous improvement of the St. Cecilia Athletic Program, the Athletic Board is requiring that anybody who plans to participate in any of our Sports Programs (Basketball, Soccer, Baseball, Volleyball, and/or Track) to read the following document and hand in the signature acknowledgement section at the bottom. This acknowledgement will be necessary before any child can participate.

Please bring this form with you when you pay your Athletic Fees at the start of the school year. If you don't plan to pay for your Athletic Fees in person, be sure to include this signed form when you send in your fees.

### **ST. CECILIA ATHLETIC PROGRAM GOALS**

The St. Cecilia Parish Athletic Program is designed to be representative of the Christian values in life. As Christians, we are constantly challenged to better ourselves. In team sports we strive for improvement, both as individuals and as a group. The development of Christian values is the primary focus of the St. Cecilia Parish Athletic Program. Athletic participation is one arena in which coaches, athletic director, officials, student-athletes, and spectators should strive to manifest and exemplify the ideals of Christian life.

The St. Cecilia Parish Athletic Program has a responsibility to each of its participants (coaches, players and officials), to provide the best possible atmosphere of competition; such competition should not be based solely in terms of winning and losing, but rather in terms of improvement, enjoyment, and building self-confidence. In order to accomplish these goals the participants must become gracious winners and losers, understanding that team participation and goals are more important than individual performance. The concept of team participation allows the athletes to experience individual growth while encouraging growth of their teammates, peers, friends, and competitors.

### **PLAYER GOALS**

This list is not all inclusive but highlights some of the major player expectations:

- 1) Treat opponents with respect; shake hands after contests.
- 2) Respect the judgment of officials and abide by the rules of the contest.
- 3) Play in a positive manner, reflecting Christian values.
- 4) St. Cecilia practices and games take precedence over other sports activities; like Club Sports.
- 5) Players shall respect, listen and learn from their coach.
- 6) Accept seriously the responsibility of representing the school or parish by displaying positive behavior at all times.

### **PARENT GOALS**

Parents also need to always 'Honor the Game' and like the Coach, help fill the emotional tank of their kids in a positive way. Competitive sports are stressful to players, and the last thing they need is a critic at home. Focus on the positive things he/she is doing, and leave the correcting of mistakes to the coach. Let her/him know you support them without reservation, regardless of how well he/she plays. Cheer for all of the players on the team. Tell each of them when you see them doing something well. Parents also play an important role in letting a coach "coach" and not interfering with the direction the kids are given in practice and/or games.

Parents should respect all practice times and games such that they pick-up & drop-off their children as required. Continuously picking up your children late puts an added burden on the Coach.

# St. Cecilia Parish Athletic Program

## Player Participation Agreement

Players and their families must commit to high attendance of practices and games in order to participate in the St. Cecilia Parish Athletic Program. Players are expected to attend all practices & games, arrive on time, and remain for the entire scheduled time.

Players who have missed school due to illness may not attend either a practice or game on the same day. If this rule is **not** properly enforced for that day, the Player is then not allowed to participate in the subsequent game. Players who are ill on Friday may attend and participate in a game over the weekend if their illness permits, but cannot participate on that Friday (same day as being absent from school).

St. Cecilia practices and games take precedence over other non-St. Cecilia activities. This includes all St. Cecilia Parish sponsored sporting events (i.e. team participation in the St. Cecilia/Holy Name Tournament).

Any absences from practices and games, i.e. for illness, educational assistance, a family trip, etc., must be properly communicated to the coach in a timely manner.

Players with a pattern of excessive or unreasonable absence, without proper communication with the coach, may be subject to disciplinary actions, such as:

6. having playing time reduced to the minimum, as required by CYO, for the next scheduled game
7. not starting in the next scheduled game
8. suspension from the next scheduled game
9. dismissal from the team
10. prohibition from playing in the player's next sport of choice.

The Athletic Director(s) will have the discretion to review all situations of player absences from practices and/or games.

### Grievance policies and procedures:

The Athletic Program Guidebook is available on the St. Cecilia Parish website: ([www.stcecilia.com/community/cyo\\_athletics](http://www.stcecilia.com/community/cyo_athletics)). Parents or players with a concern or grievance regarding the Parish Athletic Program shall follow the following hierarchy of review:

- o 1st contact: Coach and/or Coaches
- o 2nd Contact: Athletic Director
- o 3rd Contact: Athletic Board Membership
- o 4th Contact: Pastor

------(Detach & return bottom portion to the School Athletic Director)-----

**Due Date: August 31<sup>st</sup> 2012**

I have read the St. Cecilia Athletic Player Participation Agreement for 2012 - 2013 and agree to abide by the guidelines of the St. Cecilia Athletic Program.

Player's name (print): \_\_\_\_\_ Grade: \_\_\_\_\_ Room #: \_\_\_\_\_

Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_