

## **RESPONSIBILITIES**

### **ATHLETIC DIRECTOR**

**The athletic director shall be charged with the following responsibilities:**

- To organize the athletic program in accordance with the philosophy of the parish and the Catholic Youth Organization. (CYO)
- To be informed of and implement all rules and regulations of the CYO and the parish.
- To supervise all coaches and their assistants to insure compliance to guidelines, policies, recommendations and the spirit of the CYO and the parish.
- To conduct seasonal meetings with coaches in order to emphasize rules, philosophies, goals and other procedures necessary to the efficient operation of the athletic program.
- To terminate coaching personnel with the approval of the **CYO Board**.
- To represent the parish at all CYO meetings.
- To submit and keep accurate records of all forms required by the CYO and the parish.
- To assist or fill-in for a coach who is unable to perform his/her duties due to emergency or illness.
- To keep an open and honest line of communication with the Pastor and CYO Board about the happenings within the athletic program.
- To organize the issuance and collection of team uniforms and equipment.
- To prepare requests for payment of bills and submit to the treasurer of the QHR Wea.
- To collect and record participation fees paid by program participants and coordinate proper deposit with the CYO Board Treasurer.
- To prepare a budget for the athletic program in conjunction with the CYO treasurer.
- To arrange and schedule the use of parish facilities for all athletic teams.
- Identify and purchase all equipment and uniforms after approval by CYO Board.
- To conduct seasonal meetings with parents and athletes emphasizing philosophy, rules and procedures instrumental to the efficient operation of the athletic program.
- To be an active member of the CYO Board, by advising, preparing monthly reports and attending all meetings.
- To organize the distribution of awards to athletes.
- Interview and select prospective coaches
- Participate in random screening of practices and or games assure CYO guidelines are being followed.
- To ensure the inside of the gym is prepared for all games (putting up the nets, table for score keepers, game balls supplied and chairs for the players).
- To ensure the gym is cleaned up and put back into its original state after games.

### **POLICIES AND GUIDELINES**

**The athletic director shall be charged with the following policies:**

1. The By Laws and CYO Purpose documents are the governing policies established that the AD will abide by. In addition to these documents some additional policies include.
2. Spending authority the AD has
  - a. The AD may spend money on necessary items without board approval, but must request funds through the CYO Treasurer on any amount of money below \$500. Any over this amount needs to be brought to board for approval.

3. CYO will fund CYO fees, uniforms, equipment, post-season CYO tournament, gym supervisor and scoreboard operators.
  - a. CYO will not fund any tournament fees that are not post season and sponsored by the official CYO entity.
  - b. CYO will not fund concessions.
4. Concessions are a fund raising strategy. CYO is not a fund raising entity. CYO will support any group that wants to run concessions. If no group wants to run concessions, CYO will supply a candy cart and drinks at the admission table that the paid gym supervisor will manage.
5. Rates we pay for gym supervisors are \$10 an hour and scoreboard operators over the age of 8<sup>th</sup> grade will receive \$5 per hour. All scoreboard operators 8<sup>th</sup> grade and under will receive service hours at the discretion of the school policies.

## **GYM SUPERVISOR RESPONSIBILITIES**

The gym supervisor is charged with the following responsibilities:

1. Oversee the gym and ensure the safety of the all participants. This includes confronting coaches that are out of control and escorting them out of the building. This includes keeping kids off of the stage or in any area that disrupts the flow of the game.
2. Manage the admissions by collecting money and providing Treasurer with amount to be deposited after each weekend.
3. Provide a scaled down concession when a full concession is not available.
4. Assist the AD with clean the gym and bleachers after each weekend and ensure the gym is clean and back in its original state.
  - a. The rails have to be taken off the bleachers and the bleachers have to be moved back in
5. Clean bathrooms, empty all trash cans, ensure the commons area floors have been cleaned. Concessions volunteers should be helping with this as well.
6. Lock all doors and turn off all lights prior to leaving.

## **HEAD COACH RESPONSIBILITIES**

The head coach shall be charged with the following responsibilities:

- To support the philosophy and policies of the parish and CYO in such a way that the support is obvious to athletes and others.
- To organize a program of practice sessions, training rules and a system of play, organize assistant coaches and scouting program suitable to the sport.
- To notify the athletic director of changes in time, date and location of practices. Also provide the athletic director in advance of any scrimmages.
- To give the athletic director a complete and up to date eligibility roster.
- **To collect physical forms prior to ANY athlete participating in practice.**

- To be aware of physical and medical limitation of athletes on the team, by reviewing medical forms or conferring with parents.
- To inform the athletic director of serious infractions of parish and CYO rules or policies.
- To 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.**
- **To be responsible for the conduct and sportsmanship of their athletes during practices, at competitions and in public when representing the parish.**
- **To insure the safety of players through careful planning of practices, use of equipment and games.**
- To provide constant supervision of the players at practice facilities and remain until all athletes have been picked up.
- To secure the practice facility at the conclusion of practices, insure doors are locked and lights & heat/cooling are off.
- To 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.
- To insure the development of players at a level of skill and competence necessary for competition at the high school level.
- To 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
- To organize with the athletic director a parents meeting.
- To attend as many athletic committee functions as possible, either as a worker or guest.
- To return parents calls promptly.
- At the conclusion of the season report to the athletic director a summary of season activities.
- Read and know the game and eligibility rules of the sport coached.
- To attend the required CYO Coaches Certification program **prior to the second year of coaching. Failure to attend may make you ineligible to coach.**
- To attend sports specific clinics to assist in the development of knowledge of sport.

## **ASSISTANT COACH RESPONSIBILITIES**

The assistant coach shall be charged with the following responsibilities:

- To support the head coach in preparing for the upcoming season.
- To be loyal to the head coach and the team.
- To assume duties assigned by the head coach pertaining to that sport.
- In the absence of the head coach, to assume all responsibilities designated as those of the head coach.
- Read and know the game and eligibility rules of the sport coached.
- To attend the required CYO Coaches Certification program **prior to the second year of coaching. Failure to attend may make you ineligible to coach.**
- To 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.
- All coaches are expected to refrain from disrespectful behavior toward officials, coaches, players, parents and other spectators.
- All coaches are expected to 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.
- Violations of these rules may result in suspension or removal from coaching if they continue.
- 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 UNSPORTSMAN-LIKE CONDUCT**

- A coach ejected from a game for any reason will be suspended from their next game and will not coach the team for the following seven (7) days.
- 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 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 UNSPORTSMAN-LIKE 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 step 2.
2. 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.
3. If the problem is not solved the **Athletic Director** will bring the problem to the **CYO Board**. A meeting will be arranged with all parties to work out the problem.
4. Any additional attention required will be presented to the **QHR Wea Priest**.