

St. Agnes CYO

Coaches Manual



2023-24

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Volunteers are the foundation of our organization. Thank you!

Introduction

The St. Agnes CYO Basketball Program (SACBP) is a member of the East Diablo CYO League (EDCL); therefore, it is the intention of the SACBP and all its representatives to comply with the general guidelines and by laws of the EDCL (www.eastdiablocyo.com). SACBP exists as an extension of St Agnes Parish, and as such, exists under the direction of the Parish Pastor, School Principal & Religious Education Coordinator. All participants in the SACBP are expected to follow the rules as set forth in the SACBP Handbook.

Philosophy

The philosophy of the SACBP is to encourage the healthy growth and development of the student/athlete through teamwork while representing the Christian values of respect, love, compassion, and support for each other. Our goal is to foster the physical, intellectual, emotional, and spiritual strengths through positive coaching and sportsmanship for children and their parents in games, practices, and the life lessons that sports teach.

Goals

- Instruct and improve the performance level of all participants, while promoting positive attitudes of mutual respect and self-discipline.
- Create an environment in which players have fun with basketball activities.
- Teach basketball skills, rules and strategies to players.
- Model and teach the value of teamwork, cooperation, responsibility, and competitiveness, with an emphasis on good sportsmanship.
- Promote increased self-esteem among our players.
- Always treat players on other teams as members of our community first and as opponents second, evident in our words and actions.

Head Coaches / Assistant Coaches & Grade Coordinators

- **All Coaches** will be assigned at the discretion of the Board of Directors depending on the needs of the students. Both positions qualify for parish service hours that may be used at the school. **Head Coach** (15 hrs.) & **Assistant Coach** (15 hrs.)

All Coaches not living up to the guidelines set forth in this manual can be relieved of their duties at any time by the Board of Directors.

- **Head Coaches** must be at least 18 years of age. **Assistant coaches** may be less than 18 years old but must have an adult present at all practices and games.
- **Grade Coordinators** - The grade coordinator is the primary point of contact and the supervisor of their grade level. All grade coordinators are responsible for resolving conflicts within their grades before they forward any issues or concerns to the board of directors. All grade coordinators will have final say on team rosters, which division (*American/American 2/National*) each team will participate in and how many teams they will have within their grade level.

Once the evaluation process is completed all families will receive an email about team selection via their grade coordinator.

Whenever there is an open grade coordinator position for any grade level, the board will create a list of all interested coaches. After the evaluation process is complete and every child within the grade has been assigned to a team the board will then fill the open position from the list of qualified coaches.

- All **St. Agnes coaches** need to be certified in order to coach, and pass a background check. Other requirements for certification include:
 - attend 1 CYO coach workshop through the Oakland diocese
 - be fingerprinted for Oakland diocese volunteers
 - complete the online Virtus training course “Protecting God’s Children” or the re-certification course “Keeping the Promise Alive” found at www.virtusonline.org prior to the start of a season

These typically last 3 years until re-certification is required.

Coaches Agreement

DIBS Requirement

- **Covid Guidelines** may require extra service credits this season (except for Gym Monitor Duty, Equipment Return & Coaches Deposit Fee)

By signing up to coach for this season, all coaches are required to complete 10 extra Service Credits: along with attending the Diocese Workshop, completing virtue training, Gym Monitor duty and turning in all issued equipment in a timely manner when the season is over. (See Gym Monitor / Equipment Policy)

DIBS (extra Service Credits) - FAQ's

*** What is the requirement?**

All Coaches are required to complete a minimum number of **10 credits**.

***Service Credits?**

DIBS progress is measured by the CREDITS you receive for each completed task. Take a look at the number of credits associated with the job assignment you are signing up for to determine what is needed for you to complete your credits for the season.

***Where do I sign up?**

At the top of the home page in the heading bar, to the far right (sometimes under the MORE + tab if your internet window is smaller) there is a DIBS tab. When signed into your sports engine account click on the DIBS Tab to get a list of all job sessions by date for that the season. This is also where you can track your progress as credits are completed.

***What are the required assignments?**

- **Coaches Meeting** All Coaches are required to attend mandatory coaches meeting. **6-Credits**
- **Evaluation Volunteers (W1)** Help with running stations on assigned courts during evaluations. **1-Credit**
- **Evaluation Volunteers (W2)** Help with running stations on assigned courts during evaluations. **1- Credit**
- **Misc. Work** Help with various tasks throughout the season (*CYO Mass, KOC-Freethrow Challenge, etc.*) **1- Credit**
- **Social Event** Help with various tasks throughout the event (*Setup, Cleanup, Premium Sales, etc.*) **2-Credits**

***How to complete the minimum 10 Credits for the Season?**

All Coaches are required to attend mandatory coaches meeting. **6-Credits**. Now you have **4 Credits** remaining of the minimum number of **10 Credits** for the season. It's your choice. You can complete an assigned task in each of the remaining **3** categories (*Evaluation Volunteer, Misc. Work, Social Event*) or you can complete **credits** in **2** of the Categories.

Example:

- **6-Credits - Attended Coaches Meeting**
- **1-Credit - Evaluations Volunteer Week 1**
- **1-Credit - Evaluations Volunteer Week 2**
- **2-Credits - Social Event - Setup/Cleanup**

Total= 10 Credits

- For every hour not completed, this will result in a deduction from the total amount of **15** Coaching Hours that you can receive from the school for the CYO season.

Example: - 6 Credits - Didn't attend Coaches Meeting

1 Credit - **Evaluations Volunteer W1**

1 Credit - **Evaluations Volunteer W2**

Min.Credits: 10 minus 6 plus 2 = 6 tot. earned credits (**4 credits not completed**)

Coaching Hours Balance- 15 minus 4 (credits not completed) = 11 hours (reported to school)

General Duties

- Coaches are ultimately responsible for the conduct of the team during practices and games until the athletes have been dismissed to their parents/guardians. No athlete shall be left unattended after a game or practice. Practices may not be allowed to begin without the supervision of a coach or head coach.
- Only players listed on the EDCL Roster may participate in scheduled games. (Refer to EDCL League Info)
- Coaches shall set an example by treating all participants (team members, opposing coaches and teams, officials, and spectators) with respect.
- Coaches are responsible for all issued equipment. Equipment is to be used for games/practices only. Coaches are not authorized to buy equipment or supplies for reimbursement. Equipment purchases will be determined/coordinated by the members of the board. Every head coach will receive a **(Referee Check, First Aid kit, Game Ball & a Ball Bag)** for the season. **All Game Balls & Ball Bags have a value and are to be returned at the end of the season.**
- When an athlete is seriously injured, DO NOT REMOVE THE INJURED CHILD. Stay with the injured child and request the team parent to obtain appropriate medical help (i.e. 911). All major injuries must be reported to the Board of Directors and appropriate forms need to be filled out.

Coaching Guidelines by Grade

Second & Third Grade (Instructional) – The 2nd & 3rd grade is purely instructional no score is kept. Depending on how many teams we have for the 2nd/3rd graders, we use a draft style format to balance and make the teams as even as possible. Coaches work on basic fundamentals essential to the sport and rotate players through the various positions to increase their knowledge at this level.

Fourth through Eighth-There are 2 levels of play. (American and National) The American level of play is more competitive than the National level of play. Within these levels we can have multiple teams. Players are evaluated and placed in levels according to skill level within their grade. There are EDCL standings, Division Playoffs, and East-West Diocese Playoffs for the American Level.

Coaches Code of Conduct

- I hereby pledge to live up to the guidelines and standards as a Coach for St. Agnes School by following the Coaches' Code of Conduct.
- I will place the emotional and physical wellbeing of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will be knowledgeable in the rules of the sport that I coach and will teach these rules to my players. It will be my responsibility to supervise all players from the time practices and games start, until a parent or guardian picks them up.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach and that the game is for children and not adults.
- I understand that if I do not follow this Coaches' Code of Conduct, the St. Agnes Board of Directors may relieve me of my coaching duties.

Divisions & Formation of Teams

The number of teams our Basketball Program will field depends on the number of registered participants by the registration deadline. Whenever possible, each grade will have its own team.

To maximize playing time, our Basketball Program recommends no less than 8 players per team, and no more than 12 (though exceptions may be needed).

Other rules:

- All players play within their grade level.

- Under no circumstance can a student play down a grade level.
- We do not move players up grade levels based on skills.
- Players may be moved up a grade level only if the registration numbers allow for it and if approved by all members involved (BOD, grade coordinators, coaches, parents, and players).
- If any grade level is full, all new players are waitlisted and are added as space allows.

Grade Level Formation

- **Grades 2-3:** There are no 'levels' for 2nd/3rd graders, this is *instructional only*. Depending on how many teams we have for the 2nd/3rd graders, Coaches use a draft style format to balance and make the teams as even as possible.
- **Grades 4-8:** Teams in each grade level are divided into two divisions - **American (A) and National (N)**. In some cases **American 2** divisions can be formed when the EDL has an abundance of teams in grade levels 5th thru 8th (*boys only*).

All players must attend the player evaluation process in order to be drafted onto teams. Attendance exceptions and accommodations can be arranged for all players wishing to be on an American Division team. The American/2 Division coaches have the option to assess a player who is not present at evaluations at a later time. (*Evaluation Conflicts / Late Signups, etc.*)

Any player that does not attend the player evaluation process will be automatically placed on a National level team at the discretion of the Board of Directors.

Selection Process (*Grades 4-8*):

At the completion of the evaluation process the **American Division** coaches with the guidance of the grade coordinator in their grade level will select his/her top 11 players to complete their rosters.

For grade levels that have 3 or more teams, with the guidance of the grade coordinator in their grade level the **American 2** coaches will select his/her top 11 players from the players remaining to complete their rosters.

Remaining players will be placed on National division teams. If there are enough remaining players to field two or more National division teams, the National coaches will divide the remaining players through a draft process doing their best to balance the teams.

Player Evaluation Process

St Agnes CYO prides itself in the fairness of the annual player evaluation process.

The purpose of Evaluations is to assign players to teams based on an objective assessment of skills and abilities.

There are 2 evaluation sessions for each grade/gender to participate in. All players wishing to be considered for a team are expected to participate in at least one session of the evaluation process, although it is highly recommended that you participate in both sessions. Attendance exceptions and accommodations are only considered when arranged by the St Agnes CYO Board of Directors. Every year the Board will determine the dates & times during the month of September for Evaluations. Check the St Agnes CYO website for schedule details.

These are evaluations not try-outs. Everyone signed up will be placed on a team according to skill level within their grade. There are no levels for 2nd/3rd graders, this is instructional only. Depending on how many teams we have for the 2nd/3rd graders, we use a draft style format to balance and make the teams as even as possible. In Grades 4th thru 8th we offer 2 levels of play (American & National). In some cases American 2 divisions can be formed when the East Diablo League has an abundance of teams in grade levels 5th thru 8th (boys only). The American level of play is more competitive than the American 2 & National levels. Within these levels we can have multiple teams.

All players that are not registered or who have an unpaid registration balance will not be able to participate in the evaluation process until all outstanding items are received.

Evaluation Criteria

- **Core Skills:** Layups & shooting, ball handling, passing & rebounding
- **Attitude, Athleticism & Basketball IQ**

Player-Expectations

- Each Player will be assigned a numbered pinnie (practice jersey) at check in.
- Evaluations will be performed before a Basketball Committee made of St Agnes CYO board members, grade coordinators, coaches and outside evaluators.
- The Evaluation session will include individual activities designed to assess the player's skills in various areas.
- These sessions will also include live scrimmages to assess the player's skills in game situations.

Parent-Expectations

- No parent contact with the Basketball Committee will be permitted during the evaluation process.
- Parents should notify the St Agnes CYO Board of Directors (Grade Coordinator or Athletic Director) in advance if the player will not be able to attend an evaluation session.
- All questions, comments and concerns/issues should be directed to your Grade Coordinator.

Team Selection Process (The team selection process is conducted by the St Agnes Basketball Committee - Grade Coordinators and Coaches at each grade level will determine team rosters.) Decisions are final.

- When the players reach the 4th grade, we no longer take requests to be placed with certain friends or coaches. When the evaluation process is completed, we do our best in placing all players in the level of play (*American/National*) that is the best fit for the individual.
- After the evaluation process parents will receive an email from their Grade Coordinator regarding the team your child has been placed on for the season.

Gym Time Bylaws

*** Assigning gym time is not an easy job. Our Practice Gym Coordinator will do their best to accommodate everyone's requests. ***

*** We reserve the right to rearrange the gym time schedule or cancel practice times without prior notice***

To view the Practice Schedule & Request Practice Time, please visit the Coaches Info page on the St Agnes CYO website <http://stagnescyo.com>.

Gym Assignments - Gyms & Hours - To be determined after teams are formed

Every team is guaranteed at least 1 hour of Gym time a week.

*** The number of teams we have for the season will dictate practice time options.**

If fewer than 25 Teams - All 4th thru 8th grade teams will receive a full court for at least 1 hour a week. In some cases based on schedule needs in order to accommodate all teams we may need to stagger times by 30 minutes of full and 30 minutes of half court.

*** 2nd/3rd Grade Teams - (Half-court only)**

If more than 25 Teams - All teams practicing at any particular gym may only receive a *half-court* for the full hour.

- When the schedule is assigned in **October** your indoor & outdoor times will be your assigned times for the season.

How Practice Times are Assigned

All coaches must request practice time online, however there are certain levels of priority as outlined here:

Priority List	
1. Board Members	Grades (3-5) get the earlier time slots.
2. Coaches- Coaching more than 1 team.	Grades (6-8) get the later time slots
3. Returning Coaches	• Teams- without a coach will
4. New Coaches	have time reserved.

If for any reason your time slot doesn't work for you on a weekly or monthly basis and you need to make a change it will be your responsibility to find other coaches within your grade level to change time slots with. Once you have exhausted the coaches list and no one can accommodate your request, let our practice gym coordinator know so they can try to make adjustments. When any changes are made the monthly schedule will be updated on our website.

Also, if you can't use your gym time for any particular week, please send out an email to all the coaches. We pay for this time and there's always someone looking for extra gym time.

Extra Practice Time - Requests

If extra time is available, the monthly extra practice schedule will be updated every Sunday night. All requests that are **more than 5 days out will be filled on Sunday Night for the upcoming week**. All extra practice time requests that are **less than 5 days out will be filled on a 1st come, 1st serve basis**. All requests are tracked and time stamped thru Sport Engine.

Our Practice Gym Coordinator will do their best to give everyone what they want.

Just be aware if there is an open spot for the whole month you will need to put in a weekly request and you may only get 1 of the 4 open days available if multiple teams put in for the same time. We have to be fair and spread out the available time evenly.

El Dorado Middle School & Ultimate Fieldhouse

Remember - Coaches, it is your responsibility to keep the gym and court clean. Don't leave anything behind after your practice. This means empty water bottles, food, papers, clothes, etc. It could be a problem for us if a complaint is made about our use of the premises.

El Dorado Parking We are only allowed to Park in the lot closest to West Street.

All Outdoor Court Time Is Full Court

St Agnes School

Everyone will be scheduled 1 Full Court Outdoor Practice Time a week.

Once the schedule is set in October, if you want more outdoor practice time you must put in a request on a weekly/monthly basis.

There are 3 Full Courts @ St Agnes. Court # 1 has the newer baskets.

Every team that practices outside is rewarded a full court.

All scheduled outdoor practice time is for **1.5 hours**.

Once you have reserved court time and you're on the schedule, you are entitled to the court specified.

So there is no confusion, the schedule will be posted on the St Agnes CYO website.

If you do not reserve court time @ St Agnes, make sure to check the schedule, you risk the chance of all the courts being used.

If you can't use your outdoor full court time slot for any particular week, please send out an email to all the coaches, letting everyone know your time slot is open.

Practice Hours Schedule - To Be Determined following team formation, and will be published on the St. Agnes CYO website

Gyms are typically closed on these holiday's / breaks

Do not plan on having practices during these times:

- Veteran's Day
- Thanksgiving Break
- Christmas / New Year's Break
- Martin Luther King Jr. Day
- Washington's Birthday/President's Day (or weekend)

See the **Practice Gym Info** page on the St. Agnes CYO website for specific days and dates when your practice will be canceled.

Game Day - Gym Monitor Duties

All Coaches are responsible for one 3-hour shift during the regular season. During the playoff rounds Gym Monitor Duty will be filled by only the coaches whose teams make the playoffs.

All **Head Coaches** are responsible to make sure these positions get filled on a weekly basis.

1. Shifts are as typically as follows: *12pm-3pm or 3pm-6pm @ the following Gyms: (Ultimate Fieldhouse, Carondelet HS or De La Salle HS)*

2. Please be on time for your shift. If your shift is late in the day and the games are behind schedule; please know you are still responsible until the last game of the day is over.

3. Monitors must wear the **(Red/Blue)** Gym Monitor jacket. *(So you're visible to the referee's).*

4. Monitors need to make sure that both coaches have their rosters filled out completely on the score sheet prior to the end of the previous game. Blank score sheets are found in the back of the gym monitor book. You may find the coaches practicing outside so you may need to look for them. Please take the completed roster directly to the score table as prior game ends. Also, advise the Home coach he or she needs to have a timekeeper **at the score table as soon as the previous game has ended.** *This is very important to keep all the games on time.*

5. If you are monitoring the first game of the day, you should work with the gameday setup crew to help with setting up the gym along with checking for any possible safety hazards.

6. The following gym rules need to be enforced:

- **No food or drinks in the gym** *(except water for the players)*

- **No skateboards, bikes, etc. in the gym.**

- **No bouncing basketballs while the games are being played.**

- **At De La Salle HS, Do not allow anyone to exit through the doors next to the spectator stands that lead to the school courtyard.**

7. **Gym Monitors should direct teams waiting for the next game to a safe area out of contact with the teams currently playing.**

8. **At the conclusion of each game:** The gym monitor needs to assist with a smooth transition of teams leaving and coming onto the floor as the games end. Please pick up all debris in the bleachers from the previous game. Again, make sure the completed scoresheet and timekeeper are at the score table as soon as the previous game has been completed.

9. Log the scores of each game in the Checklist sheet found in the binder and store the finished scoresheets in the back of the binder.

10. Conflict Resolution: The monitors and referees are to require the coaches to immediately address any conflicts or poor sportsmanship on the court or in the stands. If necessary, coaches are to instruct the perpetrator to leave the gym. **All Conflicts are to be noted on the back of the scoresheet for that game by the Gym Monitor, so they can be reported to the league, if possible have the referee's/coaches initial the scoresheet.** Any problems should be reported to the monitors who replace you.

11. Teams should be encouraged to clean up the bench before exiting the gym (take water bottles, etc.)

12. A first aid kit is located at each score table. Contact appropriate authorities (911) for any emergencies.

POLICIES / PROCEDURES

GYM Monitor Duty / Equipment Policy - Deposit Required (all coaches)

- **For the 2022-23 season**

*Each team coach is required to turn in a **\$75 deposit fee** at the time of Equipment Distribution. This is similar to the uniform deposit fee (one coach or parent may bring the checks for the coaches if collecting uniforms/equipment on behalf of the team).*

At the end of league play, when equipment is returned in good condition and Gym Monitor Duty has been honored all checks will be shredded or returned. If equipment is damaged, not returned or Gym Monitor Duty has not been completed the coach will be invoiced and their check will be deposited into the general fund for future costs associated with running the program.

GYM Monitor Duty (all coaches)

All Coaches are responsible for one **3-hour** Gym Monitor Duty shift during the regular season. Gym Monitor Duty signups for the regular season will be scheduled using DIBS. **Any unclaimed DIBS before the start of the regular season will be assigned to those coaches who did not sign up.** We understand sometimes there are more coaches than available spots so for those not assigned when our program is in need of volunteers we would appreciate your help when called upon.

Based on the amount of coaches each team has that will be the amount of hours each team is responsible for. **Example:** (1-Head Coach, 2-Assistant Coaches = **9 hours**). **During the playoff rounds all playoff coaches will be responsible for filling open Gym Monitor positions at assigned gyms.**

- All **Head Coaches** are responsible to make sure these duties are honored on a weekly basis.
- **Failure to Complete:** Failure to complete Gym Monitor Duty for the season will result in the coach be charged their **\$75** deposit fee that will be deposited into the general fund for future costs associated with running the program.

Equipment

- All basketball equipment is property of St Agnes CYO and is to be used solely for the purpose of competing during the season. It is not to be used for any purpose other than team games/practices.

Distribution of Equipment: (Prior to the start of the Regular Season)

Every Season all Head Coaches will receive a (**Referee check, First Aid kit, Game Ball and Ball Bag**) for the season. *All Game Balls & Ball Bags have a value and are to be collected at the end of every season.*

Checking-out Equipment: (In order for all Head Coaches to receive equipment he/she must have the following items at distribution day.)

- **Birth Certificates** (only for all new players to the league.)
- **\$ 75 Deposit Fee** (for each team coach)

Make all Checks out to **St Agnes CYO** (posted dated March 1, 2023)

Equipment Return: (End of the Season)

Each Head Coach who is issued equipment is responsible for returning it in good condition (*allowing for normal wear-and-tear*).

- In general, all Head Coaches are required to return their equipment within one (1) week after the close of their season (regular season, or playoffs) or as established by the Equipment Manager.

Lost / Damaged Equipment: All Head Coaches are responsible for all lost or damaged items (*beyond normal wear and tear*). For all lost or damaged equipment the **Head Coach** will be charged their **\$75** deposit fee that will be deposited into the general fund for future equipment replacement.

Failure to Return: Failure to return any equipment at the end of the season will result in the head coach be charged their **\$75** deposit fee that will be deposited into the general fund for future costs associated with running the program.

Tournament Reimbursement Policy (Head coaches)

St. Agnes CYO will pay the maximum reimbursement of **\$250** per team grades (4-8) **for tournament play during the season.**

- The maximum amount for the program shall not exceed **\$5000** per year.
- Once a team has reached the max amount of **\$250** and we as a program have reached the max amount of **\$5000** should your team decide to participate in any additional tournaments, all fees will be your/your team's responsibility.
- When the max amount for the program has not been reached and funds are available, all reimbursement requests will be on a first come first serve basis.
- All extra requests (*excluding the max per team*) will be reimbursed at the end of the season.

To Claim Reimbursement for the Tournament is as follows:

1. You pay for the tournament directly and send the tournament information to St. Agnes CYO Board Treasurer Garth Miner at garth.f.miner@gmail.com for reimbursement. You will be reimbursed by St Agnes Parish.

Information Needed:

- a. Copy of Tournament application
- b. Copy of the payment receipt or copy of the check made payable to (*Tournament Host*)
- c. Address, City, Zip of the payee
- d. Your Grade Level / Division (e.g., 8AG, *Coaches Last Name*)

CYO rules state that each team may only participate in 4 tournaments during a season.

Grievance Procedure

Any parent/guardian of a student participating in the SACBP who has a concern or grievance regarding the SACBP must adhere to the following grievance procedure as outlined below. The goal of the grievance procedure is to resolve issues at its lowest level.

- A. The parent/guardian must **FIRST** discuss the grievance with the coach(es).
- B. If after this, the grievance is still unresolved, the parent/guardian must discuss the grievance with the Grade Coordinator.
- C. If after this, the grievance is still unresolved, the parent/guardian must discuss the grievance with the Coaches Certification Manager.
- D. If after this, the grievance is still unresolved, the parent/guardian may choose to present the grievance to the SACBP in writing to the Board of Directors. The Board will consider the grievance, within a reasonable time frame, and render a final decision.

New-Coaches - Checklist

This checklist was created to support our new coaches and to help them prepare for the upcoming season.

Coaches Registration

The first step is to **register** yourself as a coach through the assigned CYO site. An email will be sent out to all returning coaches from a member of the St. Agnes CYO B.O.D. (Board of Directors), inviting them to register. For all new coaches, we will send this link to all coaches that elected to volunteer during the player registration process. This step must be completed prior to the start of player evaluations.

Coach Pre-Screening

All coaches must be **fingerprinted** through Diocese prior to basketball activities beginning including player evaluations. Fingerprinting is only required to be completed once - your records will remain on file with the Diocese. A flier that details the times and dates to complete your fingerprinting will be added to the St. Agnes CYO Website once it is made available.

All coaches must complete a Safe Environment Training course through the Diocese recommended site. Certification for this course must be completed before your first year of coaching and repeated every three years. Visit the **Virtus** Online page at <https://www.virtusonline.org/virtus/>

Coaches Workshop

Coaches **Certification Workshops** will be held prior to the beginning of each sport season. Coaches who attend a Coaches Certification Workshop, and meet other program requirements, will be certified to coach for that school year. Attendance at a Workshop during that school year and prior to that sport season is mandatory for all coaches and assistant coaches. Coaches must attend the entire workshop to be certified. (Without certified coaches, a school/parish cannot field teams for that sport.) Once the dates and locations of the annual workshops are released, a flier will be added to the St. Agnes CYO Website for your information and planning.

Rosters and Team Communication

At the completion of player evaluations, which take place in the month of September, all registered coaches that have completed each of the steps above (note: workshops may lag in some cases based on scheduling) will receive their assigned player rosters. Once received, it is important that you send out an initial communication to all players via email; welcoming the player and parents to your team. Within the email we suggest including information about you and your coaching staff (where applicable), your contact information and your preferred format of communication (email, text, phone, etc.). It is also recommended that you share details around any information that you might have around the practice schedule.

Birth Certificate Submission, Coaches & Uniform Fee's

Prior to the start of each season, Head coaches are required to submit the following items on Uniform & Equipment Distribution day.

Uniform Distribution Day

- **\$50 uniform deposit fee** from each player on your team - this releases the uniform to the coach and allows the coach to pick up their uniform. *(All checks are to be made out by parents to St Agnes CYO and post dated March 1, 2023)*

Equipment Distribution Day (often/likely same as Uniform Distribution Day)

- Copies of **birth certificates** from all 1st year players on your team in order to receive *(Referee check, First Aid kit, Game Ball and Ball Bag)*
- **\$75 Deposit fee** from all coaches on your team *(All checks are to be made out to St Agnes CYO and post dated March 1, 2022)*

Team Meeting - Coaches/Parents

Prior to practicing with your team (or as early in the season as possible), it is highly recommended that each coach schedule and conduct a meeting with your team and parents. This is an important step as you will be able to communicate your vision and goals for the season and assign specific jobs to the parents that may be interested in volunteering their time.

Agenda ideas for your team coach/parent meeting:

Welcome to St Agnes CYO Basketball

- This is a good time to introduce yourself and your coaching staff with some detail around your coaching experience.

Outline your **vision** and goals for the season. Example: "Our goal this season is to teach our players the true fundamentals of basketball while at the same time, having fun." Perhaps you could touch on the values of the CYO program as a whole.

- We recommend you invite your Grade Coordinator to these meetings to help deliver this message and to support the conversation.

Communicate your **expectations** as a coach. Examples are:

- * To make sure that the players show up on time for practice
- * To communicate when a player might miss a practice or game
- * To communicate any concerns that they might have away from practice or after games

Ask for **volunteers** to help throughout the season. As coaches we have a lot on our plate, and it is always good to ask for support during this meeting. Positions that we typically ask parents to fill are:

e.g. Team Parents - Responsibilities may include some or all of these:

- Uniform pick-up and distribution, coordination of the snack schedule and planning of the team party. We have found that having (2) parents work together to complete these tasks works well.
- Volunteers will be needed at games to help with the scoreboard/clocks and/or keep track of the score, time-outs, fouls, etc. during home games. We typically have 5-6 home games each season and identifying volunteers before the season starts is always recommended.

