

SS. PHILIP & JAMES CYO



Athletic Ministry Handbook

"A hundred years from now, it will not matter what my bank account was, the type of house I lived in, or the kind of car I drove...but the world may be different because I was important in the life of a child"

Philosophy & Mission

SS Philip & James CYO is dedicated to the spiritual and athletic development of our youth in our programs. Our purpose is to develop in our youth a sense of self-esteem, self-discipline, cooperation and fair play by providing competitive team sport activities through which they will practice the teaching of their faith. We prepare our student athletes, parents, and coaches to:

- ✿ Be spiritually grounded
- ✿ Play fair
- ✿ Respect each other, their coaches, the officials, and their competitors



SS. PHILIP & JAMES CYO

Dear Lord,

We ask your blessing on all here today. Thank you for the special talents you have given us all. May we use these gifts to play our very best. Help us to remember to show respect to all players, coaches, refs, and fans. And at the end of each game let us all shake hands to remind us that even though we are competitors, we are all God's children. Amen.



*Noel Reynolds
Grade 6
2009*



SS. PHILIP & JAMES GYM PRAYER

Dear Jesus,

Give us the courage to wear green and gold not only on our jerseys, but also in our hearts. Let us set an example for others through our fair play. Give us the agility and speed of the panther to work hard at every thing we do. Win or lose help us to remember the true meaning of Panther pride that fills and exemplifies a true SS. Philip and James athlete. And let the memories gained in any sport we play carry on with us forever. Amen.

*Jonathan Weyand
Grade 8
2009*



Introduction

The information contained in this handbook is designed to help you with all aspects of coaching from understanding the SS Philip & James CYO Philosophy and Mission, planning for the season, and working with our kids and parents to understand the program. Your position as a Coach in our program is an important one that carries a great deal of responsibility, use this handbook as the starting point to plan and create a positive and rewarding experience for our kids. If you do, they will never forget you!

Perspective: Coaching is a Ministry

Your most important allies as a coach are the parents of your athletes. It is crucial that they invest and believe in your personal coaching philosophy, the SS Philip & James CYO values, and the idea that the development of the child and the moral, physical, and spiritual characteristics of that athlete is what matters most, not winning at all cost.

Parents only want the best for their children. They want to be reassured that this CYO experience will be a positive, faith-based one for their son or daughter. Keeping the parents informed will ease their anxieties; if their son or daughter is having fun, they will too, and they will become a primary source of support.

Incorporating Christ into Sports



You have a great opportunity to positively influence the kids you coach this season. The SS Philip & James CYO expects you to:

- ✿ Read scripture or pray with the team BEFORE and/or AFTER practice
 - ✿ Discuss with your team how a player acted Christ-like (following practices and games)
 - ✿ Reinforce faith conduct
- ✿ Prior to the start of every game, invite the opposing team to join in prayer

SSPJ CYO Prayer

**Dear Lord, We ask your blessing on all here today. Thank you for the special talents you have given us all. May we use these gifts to play our very best. Help us to remember to show respect to all players, coaches, refs, and fans. And at the end of each game let us all shake hands to remind us that even though we are competitors, we are all God's children.
Amen**



Positive Coaching: Responsibility

The role of the coach in CYO athletics is that of youth minister, leader, teacher and parent. You need to reflect on each of these roles as you prepare for the upcoming season. Remember to take the time to develop your relationship with God and to always be an example of Christ-like behavior to your athletes, opponents, officials, parents and fans. As you do this the growth that will take place in you and the athletes you coach through this shared experience will make both of you better people. The SS Philip & James CYO program and our faith community require its coaches to accept the following listing of responsibilities and positive coaching techniques.

Coaches are expected to:

- ✿ Be prepared for games and practices with proper drills and plans.
- ✿ Use positive coaching methods that increase confidence and self-esteem in your athletes and foster a love and appreciation for the sport.
- ✿ Identify and help to develop the goals of the individual athletes and the goals of the team.
- ✿ Complement the skills and gifts of the assistant coach (es); include them appropriately.
- ✿ Utilize an approach to developing and enhancing the welfare of all athletes with regard to SS Philip & James CYO policies at all times, including communications, practices and competition.

Pre-Season SS Philip & James Mandatory Coaches Meeting

The SS Philip & James CYO Board will meet with the upcoming coaches prior to the start of a season. At this meeting, we will discuss the following key topics with all of the coaches:

Tasks and Responsibilities for Coaches

Following is a list of tasks and responsibilities that you will have during the season.

1. Administrative and Organizational Tasks:

- ✿ Attend Regional Commissioner meetings; finalize and submit team rosters to the sport commissioners after the AD and Priest Moderator have signed
- ✿ Request and record all fees paid to Region/Archdiocese, and game officials
- ✿ Hold a Parent meeting to review the upcoming season
- ✿ Obtain/maintain signed Code of Conduct forms for athletes; bring to every game/practice
- ✿ Designate a team parent to coordinate parents for all volunteer needs
- ✿ Develop practice plans that include prayer, practice flow of warm-up, stretching, review, new skills development, and team concept
- ✿ Maintain clear communication with the parents and SS Philip & James CYO Board
- ✿ Communicate practice/game schedules, instructions, or directions to parents and athletes
- ✿ Manage playing time of athletes—this is VERY important and a core responsibility
- ✿ Coordinate with the field/gym coordinator for gym/field for practice and game time
- ✿ Distribute and collect all uniforms/equipment
- ✿ Review feedback from independent parent and athlete evaluation process conducted by the SS Philip & James CYO Board(Appendix I)



2. Safety:

- ✿ Obtain and have parent review Medical/Emergency information spreadsheet: include child's name, parent/guardian names, phone numbers (home, work, cell) email addresses, emergency contact person other than a parent (home, work, cell), allergies, etc. Bring spreadsheet to field/court every practice and game
- ✿ Maintain list of emergency telephone numbers: closest hospital/ER, ambulance, and the phone number of the facility you are using
- ✿ Create an Emergency Plan: have a plan for surprise bad weather (thunder and lightning) or if someone gets hurt and you need to leave to take him/her to the hospital
- ✿ Have a First Aid Kit and ice and plastic bags for injuries (or breakable ice packs)

3. Supplies, equipment, and coaching aids:

- ✿ Cell Phone
- ✿ Whistle
- ✿ Clip board/binder (include: SSPJ CYO prayer, roster, emergency list/plan, permits, etc)
- ✿ Clock wristwatch for practices, time clock and penalty clock
- ✿ Extra Equipment for emergencies: additional mouth guards, balls, jerseys, personal protective gear, etc.
- ✿ Field lining equipment, if needed
- ✿ Rulebook
- ✿ Scorebook for games
- ✿ Timekeepers/scorekeepers

4. Coaching requirements and term:

SS Philip & James CYO appreciates those who volunteer to be a coach for our athletic programs. In order to coach at SS Philip & James, you must meet the following requirements:

- ✿ Regular attendance at Mass
- ✿ Attend the SS Philip & James annual retreat “Coaching as a Ministry” (mandatory)
- ✿ Attend mandatory SS Philip & James pre-season meeting
- ✿ Participate in the online Coaching Essentials(first year coaches only)
- ✿ Within one year of coaching, attend the Archdiocese of Philadelphia CYO Coaches Orientation/Certification Program(must be completed within one year of coaching)
- ✿ Attend the VIRTUS Safe Environment Training (must have before coaching is allowed)
- ✿ Obtain the State of PA Criminal and Child Abuse background checks (renewable every 5 years) (must have before coaching is allowed)
- ✿ Coaching Term: One year that is renewable annually



The Pre-Season Parent Meeting

The best way to get your parent's support is to hold a pre-season meeting with the parents of the athletes. Open your meeting with prayer to invite Christ to be present. The following key topics are to be discussed:

- ✿ Review expectations for the team and of the athletes and parents including volunteer responsibilities
- ✿ Review play time goals and the importance of play time in achieving a rewarding experience for each athlete
- ✿ Review expectations for behavior of parents, athletes and fans (stress only the coaches should talk to the athletes and officials during the games and practices)
- ✿ Review and distribute the SS Philip & James Commitment to Excellence and the Code of Conduct that the athletes, parents must sign and be handed in within one week of the start of the season. If they are not returned within the deadline then the player is not able to practice, which is enforced by the Coach. (Appendix II & III)
- ✿ Communicate team and personal rules
- ✿ Review policy for absences from practices and games
- ✿ Drop-off and pick-up procedures
- ✿ Review what you will do if a child is not picked up timely
- ✿ Review what you will do if a child is injured
- ✿ Review Inclement weather policy
- ✿ Practice and game schedule: include special events such as Team Mass, Service Project, parties, etc.
- ✿ Obtain/confirm parent info: phone and email addresses
- ✿ Emergency phone numbers (cell) for coach, assistant coach(es)
- ✿ List of what each athlete needs for every practice and game
- ✿ Review the best way to get in touch with coach if a parent has an issue he or she would like to discuss and how you will contact them. Right after practice or before a game is not an acceptable time.

Positive Coaching: Ethics and Conduct

Coaches are, above all, teachers with an ethical duty to enhance the physical, mental, social and moral development of athletes and teach them positive life skills that will help them become personally successful and socially responsible. To achieve these goals, coaches should teach, enforce, advocate and model qualities associated with good character and sportsmanship, including trustworthiness, respect, responsibility, fairness, and good citizenship (see Appendix IV for descriptions of values that you should review regularly as a memory-jogger). Good-faith efforts to honor the words and spirit of this program are a condition of a volunteer coach involved in the SS Philip & James CYO program. Violation of any provision will result in disciplinary action. We ask you to remember the SS. Philip & James CYO Coaches Code of Conduct and coaching pledge outlined below. Each coaching season that you coach, you will be asked to review and sign.



SS. Philip and James CYO Coach's Code of Conduct Contract

Saints Philip and James CYO is committed to the development of our youth through the healthy partnership of parents, students, coaches, and teachers. Individuals are encouraged to pursue excellence while maintaining good sportsmanship. Coaches are asked to acknowledge that participation in CYO athletics is a privilege and offensive behavior is unacceptable as outlined in the SS Philip and James School Handbook and the Archdiocese of Philadelphia CYO Athletic Ministry Handbook. Therefore, each coach is expected to know and follow the SS Philip and James CYO Code of Conduct. Our coaches are also expected to enforce these principles of conduct and sportsmanship to their athletes.

- I shall demonstrate positive support for all athletes during every game and practice.
- I shall place the emotional and physical well being of my athletes ahead of my personal desire to win.
- I shall insist that my athletes play in a safe and healthy environment.
- I shall demand a sports environment free from drugs and alcohol and refrain from their use at all sporting events.
- I shall not use profanity
- I shall treat other athletes, coaches, spectators and officials with respect.
- I shall do my very best to make youth sports fun for my athletes.
- I will abide by the Code of Conduct policies found in the Archdiocese of Philadelphia CYO Athletic Ministry Handbook. The list includes, but is not limited to the following:
No CYO coach is to:
 - a) Refuse to abide by an official's decision.
 - b) Display objectionable behavior by throwing equipment or any other forceful action.
 - c) Inflict verbal abuse upon any athlete, coach or official.
 - d) Lay hands upon, push, shove, strike, threaten to strike or physically attack an athlete, coach or official.

Coaches found guilty of violating any of the above Codes of Conduct will be addressed by the SS Philip and James Board of Directors. Any violation of the Coach's Code of Conduct will be brought to the attention of the SS Philip & James CYO Board, which will review the violation and issue the appropriate penalty. Penalties could include one or all of the following:

- 1) Reprimand
- 2) Probation
- 3) Temporary suspension
- 4) Permanent suspension



SS Philip & James Coaching Pledge

Upon my honor as a Coach, I pledge myself to the following:

- ✿ To guide each player to be a better Christian and a better citizen.
- ✿ To be ethical and sportsmanlike in my coaching conduct toward all athletes, officials, fans, and other Coaches.
- ✿ To motivate each player to compete according to the rules at all times.
- ✿ To teach each player, especially through my own example, to be humble, and generous in victory and proud and courteous in defeat.
- ✿ To make CYO sports fun for everyone.

All coaches must adopt the following ethical responsibilities:

- ✿ Must abide by the SS Philip & James CYO Commitment to Excellence and Coaching Code of Conduct
- ✿ Ensure all policies and procedures of SS Philip & James are followed at all times.
- ✿ Place every child's mental and physical welfare, confidence and self-esteem above the team's or own personal goals.
- ✿ Act as a Christian role model, teacher, and leader to all team members.

I will remember that CYO sports are for the kids.

Note: The Coaches Code of Conduct and Coaching Pledge are stand-alone forms that are to be completed, and submitted to the SS Philip & James Athletic Director for every head coach and assistant coach. Forms will be retained by the AD.

Communicating with Officials

Officials deserve to be treated with respect; how you treat them will also affect how your athletes treat them. Officials and coaches will meet before the game for introductions and discuss any question about rules, etc. As a coach, you are responsible for the behavior of your fans. Please have your athletes thank the officials after every game.



Positive Coaching: Communication and the Parent /Coach Relationship

Parents and coaches of youths, by nature of their roles, care about kids. There are challenges to parenting and to coaching. It is important for parents and coaches to understand each other's role and be a good influence and role model to the children spiritually, mentally, and physically.

Parents should be reminded that their cooperation is necessary in our athletic programs and that the expectations are outlined in the Athlete/Parent Code of Conduct Contract (Appendix II) and should be reviewed and distributed by the coach at the ***Pre-Season Parent Meeting***.

Communication with your parents includes:

Communication Parents Should Expect from Their Child's Coach

1. Expectations the coach has for the child as well as all athletes on the team: having fun, being courteous, good sportsmanship, skills, etc.
2. Location and times of all practices and games.
3. Procedures should a player be injured during practice or game.
4. Reasons why a child may not be participating or may have limited playing time. This should be conveyed in private.

Communication Coaches Should Expect From Parents

1. Concerns expressed directly to the coach (at the appropriate time).
2. Notification of any schedule conflicts well in advance.
3. Specific concern about a coach's expectations.

Appropriate Concerns for Parents to Discuss with Coaches

1. The treatment of the athlete mentally and physically.
2. Ways to help the athlete improve.
3. Playing time concerns

Issues Not Appropriate for Parents to Debate with Coaches

1. Team strategy, including the child's position and/or role on the team
2. Play calling
3. Other athletes



Positive Coaching: You, the Coach

The CYO program cannot exist without you, our Coaches. As a coach, you have a tremendous impact on our athletes—not just in their athletic endeavors, but in life, long after their organized sports playing days are over. Being a Coach is a tremendous challenge and responsibility, but it is also very rewarding. As athletes grow and develop from the inexperienced athlete that you may first see at practice to the young person that they will become as a leader of the team, school, or community, you know that *your* positive support and guidance had an impact in their life. When you see a player sacrificing personal accomplishments for the good of the team and giving the best effort they can with a smile on their face, you will know that your direction had a positive effect not just in the game but also at home, at church and in school. You share your gift of sports through teaching, training, administration, and guidance of all our athletes. We appreciate all that you do not only for our program, but most importantly for one of God's greatest gifts—our kids!

CYO Coaches Prayer

Help Me Build An Athlete who will be strong enough to know when she is weak and brave enough to face herself when she is afraid, one who will be proud and unbending in honest defeat and humble and gentle in victory.

Help Me Build An Athlete whose wishbone will not be where his backbone should be, an athlete who will know You and that to know himself is the foundation stone of knowledge. Lead him, I pray, not in the path of ease and comfort, but under the stress and spur of difficulties and challenge. Here let him learn to stand up in the storms; here let him learn compassion for those who fall.

Help Me Build An Athlete whose heart will be clear, whose goal will be high; an athlete who will master herself before she seeks to master others; one who will learn to laugh, yet never forget how to weep; one who will reach into the future yet never forget the past. And after all these things are hers, add, I pray, enough of a sense of humor, never to take herself too seriously. Give her humility, so that she may always remember the simplicity of true greatness, the open mind of true wisdom, and the meekness of true strength.



The Athletic Ministry Handbook

The SS Philip & James CYO Board will update and amend this handbook as necessary. All updates will be communicated to coaches via email and at all Coaches meetings (pre-season and annual retreat). It is the coach's responsibility to be familiar with and comply with the material found in the SS Philip & James CYO Athletic Ministry Handbook as well as the Archdiocese of Philadelphia CYO Athletic Ministry Handbook and rules. Both handbooks are posted to the SS Philip & James website located in the Coaches Corner. The website address is <http://www.sspjcyo.net>. Each Coach and Assistant Coach must sign and acknowledge that they have reviewed the handbook by returning the signature page to the Athletic Director.



The following appendices are important documents that are on the SS Philip & James CYO Website. Athletes, Parents and Coaches are responsible to review, understand and complete as directed.

Appendix I

SS. Philip and James CYO Coach Evaluation by the Parent & Athlete Forms

SS Philip & James Coaches Evaluation by the Parent

Coach's Name: _____

Sport: _____

Your Name (optional): _____

Please fill out the following form to rank your Head Coach and/or Assistant Coach for this season. The purpose of this form is to provide feedback to our Coaches and the CYO Board. Please note that any 1's REQUIRE a comment. Rating system is as follows:

1=unsatisfactory, 2=needs improvement, 3=meets standard, 4=Good, 5=Excellent

Rate the Coach's

- a) Relationship with the athletes:
- b) Relationship with parents:
- c) Promptness:
- d) Dependability:
- e) Enthusiasm:

Comments:

How well did your Coach:

- a) Know your sport:
- b) Organize & prepare the practices:
- c) Organize & prepare for games:
- d) Show proper leadership on & off the field:

Comments:

How well did your Coach:

- a) Communicate with the athletes:
- b) Communicate with the parents:
- c) Positively critique the athletes:

Comments:

Please mark the following, Yes or No:

- a) Did the Coach hold a Parents Meeting?
- b) Did your Child enjoy playing this season?
- c) As a parent, did you enjoy the season?
- d) Would you recommend this Coach?

Additional Comments:



SS Philip & James Coaches Evaluation by the Athlete

Coach's Name: _____

Sport: _____

Directions: Please respond to the following statements using the choices below which most clearly represents your feelings.

4-strongly agree	3-agree	2-disagree	1-strongly disagree
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- | | | | | |
|----------------------------------------------------------------------------|---|---|---|---|
| 1. My coach seems well prepared for practices and games. | 4 | 3 | 2 | 1 |
| 2. My coach shows concern for my academic progress. | 4 | 3 | 2 | 1 |
| 3. My coach emphasized the importance of succeeding as students. | 4 | 3 | 2 | 1 |
| 4. My coach offers feedback on my strengths and weaknesses. | 4 | 3 | 2 | 1 |
| 5. My coach communicates well with the team. | 4 | 3 | 2 | 1 |
| 6. My coach is available when my teammates or I have a problem. | 4 | 3 | 2 | 1 |
| 7. My coach serves as a good role model. | 4 | 3 | 2 | 1 |
| 8. My coach prays with the team before each practice and game. | 4 | 3 | 2 | 1 |
| 9. My coach teaches us life lessons rooted in faith. | 4 | 3 | 2 | 1 |
| 10. My coach teaches and models good sportsmanship. | 4 | 3 | 2 | 1 |
| 11. My coach handles things justly and fairly. | 4 | 3 | 2 | 1 |
| 12. My coach instilled good sporting values within team members. | 4 | 3 | 2 | 1 |
| 13. My coach emphasized the importance of treating officials with respect. | 4 | 3 | 2 | 1 |
| 14. My coach influenced my life in a positive way. | 4 | 3 | 2 | 1 |
| 15. I enjoyed playing for my head coach. | 4 | 3 | 2 | 1 |

Please write any additional comments on the back of evaluation.



Appendix II

When you sign the Athlete, Parent and Coaches Code of conduct, you are agreeing that you have read, understand and will comply with the SS Philip and James CYO Commitment to Excellence.

SS Philip and James CYO Commitment to Excellence

Saints Philip and James CYO Board has implemented a Player, Parent and Coach Commitment to Excellence for the CYO athletics in their individual and team pursuit of Excellence. Before the start of each season, the CYO Committee is asking that all athletes, parents and coaches will read the Commitment to Excellence from SS Philip and James CYO. By signing the Code of Conduct agreement, Athletes, Parents and Coaches are agreeing to the SS. Philip and James Commitment to Excellence.

We realize that CYO Athletics is just one component of SS Philip and James' comprehensive Youth Ministry. This component enables the partnership of athletes, parents and coaches to manage and support the direction of our athletic programs. We do this through our growth and understanding of our relationship with God, our Parish and our commitment to our community.

The intent of the SS Philip and James CYO program is to encourage healthy and enjoyable competition by promoting the sharing of the Gospel values among Athletes, Parents and Coaches. We want to encourage that our actions will be reflected in the classrooms, in our athletic endeavors and in our actions outside of the school and the Parish. While we value winning, we are committed to winning with dignity, reflecting the CYO values while maintaining our integrity as individuals and as team members of SS Philip and James Parish as well as the Archdiocese.

SS Philip and James encourages all students to reach their full potential through academics and athletics. We agree this is accomplished both in the classroom and outside of the classroom. Our CYO will be working with the Principal and Faculty to make sure our student athletes comply with our Commitment to Excellence Program.

Our Commitment to Excellence for the SS Philip and James CYO Athletics

I. Academics

- a) Preparation for Class: All students will be responsible for completing all class assignments and homework on time.
- b) Class Participation: Students are expected to give Attention and Respect to the teacher at all times. Students must Respect and show Concern for their fellow students at all times.
- c) Failing Grades: Any student who is failing a subject, will be ineligible to participate in CYO activities until they improve their subject average to a passing grade.



- d) Absence: Students who are marked absent from school may not participate in CYO activities on that day.

Any student who does not fulfill their academic responsibilities may be suspended from participating in SS Philip and James CYO Athletic Program for up to three (3) weeks. The student can only resume activities after the parent, principal and teacher sees improvement and a note is sent to the Athletic Director for reinstatement.

II. Discipline Code

At SS Philip and James, we believe that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic School and the CYO. Correct training in discipline means that a student, parent and coach learn to accept rules and regulations presented to them. Students, parents and coaches are expected to act in such a fashion that their behavior will reflect favorably on themselves, the Parish and the school.

The Discipline Code applies to Students, Coaches, Parents and family members. Anyone failing to comply with the School and CYO policies must accept the consequences based upon their actions as determined by the CYO Committee.

- a) Harassment: SS Philip and James School and CYO follow the Philadelphia Archdiocesan Policy prohibiting any and all forms of harassment (physical, verbal, sexual, mental, etc). The definition of harassment can be found in the SS Philip and James handbook. This should be read and explained by the parent to the student. If you do not have a handbook or cannot locate it, please notify the school. The CYO will not tolerate harassment, intimidation or threats of any kind towards a student, teacher, parent, coach or official.
- b) Violent, Threatening, and Inappropriate Conduct: It is the intent of SS Philip and James to provide an educational and athletic environment free from all forms of improper threats, intimidation, hostility, and inappropriate and offensive behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational, athletic or religious mission of our school and CYO program. **Unacceptable conduct**, either by a student, parent or coach includes, but not limited to, the following:
1. Disrespectful behavior of any kind toward or about any player, teacher, classmate, parent, coach, or volunteer staff member.
 2. Inappropriate behavior of any kind toward or about any player, teacher, classmate, parent, coach, or volunteer staff member. Conduct by athletes, parents, coaches and spectators deemed incompatible with the educational and religious mission of the School and CYO is grounds for disciplinary action, including the immediate dismissal of the student, parent or coach from ALL CYO activities and the possible dismissal from school.
- c) Serious Infractions: Serious Infractions will result in the immediate dismissal from CYO activities. These apply to Students, Athletes, Parents and Coaches. Infractions deemed serious under the rules of the P&J Handbook are:
- Violent Behavior -Any fighting or behavior that causes physical injury.



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- Blatant Disrespect for authority in school and on the practice/game fields.
- Vandalism, destruction or defacing of parish or school property.
- Profane/obscene language or gestures, or engaging in immoral conduct.
- Possession of any item that may present a danger to others.

It is the intention of the CYO Board of Directors to adhere to these policies. In the event an infraction has been committed by a player, coach, parent or family member, the infraction will be presented to the Commissioner assigned to that season. The Commissioner will review the infraction and determine whether it could be handled by the commissioner or if it needs to be reviewed by the CYO Board of Directors.

Anyone involved in a Serious Infraction will be suspended immediately. Should a player be dismissed from a team, they will not be able to participate in any CYO activity for one full year (twelve months). Should a parent be dismissed from the CYO, the student may also be dismissed from participating in any CYO activity for one year. Should a coach be dismissed from CYO, they will not be permitted to coach at SS Philip and James for two (2) years and will have to be recertified as a CYO coach.

Athlete, Parent and Coach, please Sign the Code of Conduct Contract page, which acknowledges that you will abide by this Commitment to Excellence. No Athlete, Parent or Coach will be permitted on the field without the Contract signed.



Appendix III

SS. Philip and James CYO Athlete and Parent Code of Conduct Contract

This form must be signed by every athlete and parent and turned in to the Coach within one week of the start of each season. Failure to comply will result in the athlete not being able to participate until received.

Saints Philip and James CYO is committed to the development of our youth through the healthy partnership of parents, students, coaches, and teachers. Individuals are encouraged to pursue excellence while maintaining good sportsmanship. Parents and athletes are asked to acknowledge, by signature on this document, that participation in CYO athletics is a privilege and offensive behavior is unacceptable as outlined in the SS Philip and James School Handbook, the SS Philip and James CYO Commitment to Excellence and the CYO Athletic Ministry Handbook. Each parent is expected to read the Commitment to Excellence and explain these principles of conduct and sportsmanship to their child *before* signing the Code of Conduct.

Each player is expected to follow the SS Philip and James CYO Code of Conduct as outlined below:

- I shall demonstrate respect for my teachers, coaches, fellow classmates and teammates.
- I shall be prepared for all classes.
- I shall be responsible for my academic studies and complete all classroom and homework assignments on time.
- I shall understand that I am part of a team and my participation at practices and games affects the overall team. If I am unable to make an event, I will notify the coach as early as possible.
- I shall play to win, play fair, and respect my opponents, the officials and spectators.
- I shall not use alcohol or illegal substances.
- I shall not use profanity.
- I shall accept both victory and defeat with dignity.

I have read and understand the SS Philip and James CYO *Commitment to Excellence* and the *Code of Conduct* contracts and agree to abide by these principles outlined in both documents at all times. Anyone failing to comply with the School and CYO policies must accept the consequences based upon their actions as determined by the CYO Board.

Parents of SS Philip and James athletes serve as role models while in attendance at a sporting event. Therefore, it is expected that each parent agree and sign the following Code of Conduct.

- I shall demonstrate positive support for all athletes, coaches, and officials at every game, practice or other youth sporting events.
- I shall place the emotional and physical well being of my child ahead of my personal desire to win.
- I shall insist that my child play in a safe and healthy environment.
- I shall demand a sports environment free from drugs and alcohol and refrain from their use at all sports event.
- I shall insist that my child treat other athletes, coaches, spectators and officials with respect.
- I shall help my child enjoy the sports experience by being a respectful fan, assisting with coaching as needed, and/or providing transportation.
- I shall do my very best to make youth sports fun for my child.

I have read and understand the SS Philip and James CYO *Commitment to Excellence* and the *Code of Conduct* contracts and agree to abide by these principles outlined in both documents at all times. Anyone failing to comply with the School and CYO policies must accept the consequences based upon their actions as determined by the CYO Board.



Appendix IV: Values Coaches are Expected to Demonstrate

Sports provide a tremendous opportunity to instill positive Christian values. Your positive reinforcement as a caring coach can be the single most significant influence in your athletes' athletic development and personal growth. God will not ask us how many wins or championships we had but how many of his children did we help bring to heaven.

Pope John Paul II said, *"Playing sports has become very important today, since it can encourage young people to develop important values such as loyalty, perseverance, friendship, sharing and solidarity. Because of the global dimensions this activity has assumed, those involved in sports throughout the world have a great responsibility."*

Our SS Philip & James CYO sports programs cannot be left void of virtue, character and the Gospel. As indicated in this handbook, coaches are, above all, teachers with an ethical duty to enhance the physical, mental, social and moral development of athletes and teach them positive life skills that will help them become personally successful and socially responsible. To achieve these goals, coaches should teach, enforce, advocate and model qualities associated with good character and sportsmanship, including trustworthiness, respect, responsibility, fairness, and good citizenship:

TRUSTWORTHINESS

Trustworthiness: Be worthy of trust in all you do and teach athletes the importance of integrity, honesty, reliability and loyalty.

Integrity: Model high ideals of ethics and integrity and always pursue victory with honor. Demonstrate the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.

Reliability: Fulfill commitments; do what you say you will do. Except in cases of extreme personal necessity, no coach should resign during a season.

Loyalty: Let your words and conduct demonstrate a high regard for loyalty to St. Simon Parish and your athletes.

Primacy of Educational Goals: Always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.



RESPECT

Respect: Treat all people with respect, while keeping in mind the Grace God bestowed on you, all the time and require the same of athletes.

Class: Be a good sport. Teach and model class. Be gracious in victory and accept defeat with dignity. Encourage athletes to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals, including pre-competition prayer and the national anthem.

Taunting: Do not engage in or permit trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect for Officials: Treat game officials and opposing coaches with respect. If you protest or complain about a judgment call, be sure your words and acts are moderate and with a complete state of Grace. Be respectful during and after athletic events. Adopt and enforce policies and procedures to assure that the conduct and decisions of referees are subject to reasonable review. Vigorously protect referees from retaliation, blackballing or intimidation by coaches or others who are unhappy with the way a referee called a game. Assure that neither you nor your athletes publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official, or subjects the referees to ridicule or hostility. Adopt whatever policies and a personal style that are necessary to assure the safety of referees and prevent verbal or physical abuse from coaches, athletes or spectators. Encourage regular and formal opportunities for coaches, and in some cases, athletes, to interact and converse with referees in non-confrontational settings.

Respect for Parents/Guardians: Treat the parents/guardians of athletes with respect. Be clear about your expectations, goals and policies, and maintain open lines of communication. Be aware of the family background.

Profanity: Do not engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or in any other situation where the behavior could reflect badly on the school or the sports program.

Positive Coaching: Use positive coaching methods that increase confidence and self-esteem in your athletes and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that demean athletes or others.

Effort: Encourage athletes to pursue victory with passion, to do their best and continually improve through personal effort and discipline.

Teamwork: Teach athletes to think and play as members of a team and encourage them to put team success above personal statistics and recognition.



RESPONSIBILITY

Life Skills: Always strive to enhance the physical, mental, social and moral development of athletes and teach them positive life skills that will help them become well rounded, successful and socially responsible. Discuss ethical and sportsmanship issues in relation to actual and hypothetical situations occurring or likely to occur in practice or games.

Good Character: Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages consistent with the St. Simon's Sports Policies.

Role Modeling: Be a worthy role model. Always be mindful of the high visibility and great influence you have as a SS Philip & James coach and consistently conduct yourself in private and coaching situations in a manner that exemplifies all you want your athletes to be. Teacher-coaches should clearly and regularly emphasize in oral and written communications the on- and off-court responsibility of coaches and athletes to be worthy role models and positive ambassadors for SS Philip & James Parish

Knowledge of Rules: Maintain a thorough knowledge of current game and competition rules and assure that your athletes know and understand the rules. Examine existing rules and regulations limiting the length of seasons, the amount of practice time permitted per week, and the number of games that may be played in light of actual practices that may evade the spirit or even violate the letter of those regulations.

Physician's Advice: Seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play. All students must present a "physician's release" to begin play again.

Privilege to Compete: Assure that athletes understand that participation in sports at SS Philip & James is a privilege, not a right, and that they are expected to represent their school, team and teammates with honor, on and off the field/court. Require athletes to consistently exhibit good character and conduct themselves as positive role models. Stress that the organization's commitment to education, sportsmanship and ethics and its character building and life skills goals take precedence.

Self-Control: Control your ego and emotions and avoid unseemly and inappropriate displays of anger and frustration.

Enforcing Rules: Explain and distribute codes of conduct in pre-season communications with athletes and parents. Enforce the codes of conduct consistently in all sports-related activities and venues even when the consequences are costly. Coaches who observe what reasonably appears to be misconduct are obligated to report their observations.



FAIRNESS

Fairness and Openness: Be fair in competitive situations, team selection, discipline issues and all other matters. Be open-minded and willing to listen and learn.

CITIZENSHIP

Honoring the Spirit of Rules: Observe and require athletes to not only observe but to demand integrity for the spirit and the letter of all rules.

Promoting Sportsmanship: Promote sportsmanship over competitiveness; don't cheat. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core athletic skills that define the sport. Establish and regularly practice pre- and postgame rituals and traditions that reinforce the principles of sportsmanship. Specifically acknowledge acts of good sportsmanship on the court or field.



SS. PHILIP & JAMES CYO



Athletic Ministry Handbook



Athletic Ministry Handbook Acknowledgement

Coaches please sign, detach, and return within one week of the start of the pre-season meeting to the Athletic Director.

I, _____, acknowledge that I have read the SS Philip & James CYO Athletic Ministry Handbook and that I understand and will comply with all the information contained within. I agree with all the information I have read and will uphold all rules and guidelines to my best ability. I understand that noncompliance with the SS Philip & James Athletic Ministry Handbook may result in my ineligibility to participate as a Coach during the season.

Print Name

Signature

Date

Email Address

Phone Number