



**St. Joseph CYO Downingtown, PA
COACH'S CORNER**



St. Joseph CYO thanks you for your interest in coaching our young athletes. Your willingness to share your time and talent is greatly appreciated!

Contacts:

Athletic Director:	Mike McHugh - mikemchugh@comcast.net
Asst. AD & Coaches/Registration Chairperson:	Nancy Roselli - nancy_roselli@comcast.net
Treasurer:	Melissa Caporellie - misscap@hotmail.com
Equipment Chairperson:	Kris Harlan - davidcricket@comcast.net
Fan and Team-Wear Coordinator:	Michelle Limper - limperfamily@verizon.net
Secretary & Communication Chairperson:	Judy De Cesaris - judy@decesaris.com
Athletic Mission and Ministry Chairperson:	Tom Czarnomski - adthom289@verizon.net
Facilities Chairperson:	Jim Solnosky, jamessolnosky@yahoo.com

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For the protection of our CYO athletes, ANYONE, parent or otherwise, working directly with the athletes, is considered a coach and must submit an application and complete the Coaching Requirements found on page 2.



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APPLICATIONS: *(ALL Forms Must be Submitted by the Required Deadline for Each Season!)*

*For more information contact [Nancy Roselli](#)

All Coaches Must Register Online.

- 1 Go to the online registration page.
- 2 Login and click on the register button next to your name.
- 3 Select the sport you wish to coach.
- 4 If you do not have an account create one then click on the registration button.
- 5 If you have an account DO NOT create a new account.
- 6 Once you receive your email verification, please follow the appropriate instructions for application listed below.

New applicants must complete the following:

- 1 [New Coaches Application Form](#)
 - ➔ Return to the parish office in an envelope marked "CYO Coaches Application".
- 2 [PA Request for Criminal Record Check](#) and [PA Child Abuse History Clearance forms](#)
 - ➔ If previously submitted and the parish office has your results, please proceed to #3.
 - ➔ Do not pay the required fees.
 - ➔ Return to the parish office secretary.
 - ➔ Copies of **ALL** results **MUST** be returned to the parish office.
 - ➔ Clearances are renewed every 5 years. You will be contacted when it is time to renew the background checks. If it is close to the renewal period and you have not been notified, please contact the parish office.
- 3 **Attend an [Archdiocesan Safe Environment Course](#) (approx 2.5 hours)**
 - ➔ If you have already attended this class you do not have to attend again.
 - ➔ **No one can begin coaching until the Safe Environment course is completed.**
 - ➔ Please make sure that you have returned the Standards of Ministerial Behavior & Boundaries form that you receive at the Safe Environment class to the parish office.
 - ➔ Click on a link for a list of upcoming [Safe Environment classes](#).

Coaches applying for a new sport must complete the following:

- 4 [New Coaches Application Form](#) (Coaching history is needed.)
 - ➔ Return to the parish office in an envelope marked "CYO Coaches Application".
- 5 **Attend an [Archdiocesan CYO Coaches Orientation](#) (approx 8 hours)**
 - ➔ The Archdiocesan CYO Coaches Orientation needs to be completed before the end of a coach's first year of coaching, not counting previous intramural coaching. If you are unable to attend **before the beginning** of the season you must complete the new [Online Catholic Coaching Essentials](#) BEFORE coaching **at all AND** attend the orientation before the end of the first year.
- 6 **Clearances (Child Abuse and Criminal Background) must be completed every 5 years.**
 - ➔ You will be contacted at the end of the 5-year period to renew clearances. If it is close to the renewal period and you have not been notified, please contact the parish office.

Coaches returning to the same sport must complete the following:

- 7 [Coaches Re-Application Form](#)
 - ➔ Return to the parish office in an envelope marked "CYO Coaches Application".
- 8 **Attend an [Archdiocesan CYO Coaches Orientation](#) (if not previously attended)**
 - ➔ The Archdiocesan CYO Coaches Orientation needs to be completed before the end of a coaches first year of coaching, not counting previous intramural coaching. If you are unable to attend **before the beginning** of the season you must complete the new [Online Catholic Coaching Essentials](#) BEFORE coaching **at all AND** attend the orientation before the end of the first year.
- 9 **Clearances (Child Abuse and Criminal Background) must be completed every 5 years.**
 - ➔ You will be contacted at the end of the 5-year period to renew clearances. If it is close to the renewal period and you have not been notified, please contact the parish office.

Application Links

[Online Registration Site](#)

[New Coaches Application Form](#)

[Coaches Re-Application Form for Same Sport](#)

[Archdiocesan CYO Coaches Orientation Schedule 2008-09](#)

[Online Catholic Coaching Essentials](#)

[Request for Criminal Record Check](#)

[Pennsylvania Child Abuse History Clearance](#)

[Safe Environment Course Schedule](#)

[OYYA Athletics Home Page](#)



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CYO COACHING GUIDELINES & TOOLS

Team requirements:

- ◆ **Sport Coordinator**
 - The Board requests that each sport have a Sport Coordinator to assist the coaches with organizational responsibilities such as registrants, equipment purchasing, referees, facilities etc.
- ◆ **“Team Parent”**
 - A team parent must be assigned to assist the Coordinator, Coach and CYO Board with the following tasks:
 - Forward Team parent’s names to the [Registration Coordinator](#) to be added as a team helper on the registration website. This will allow them to send team emails directly from the website.
 - Help organize a “Cleanup Schedule” to ensure the facility is cleaned up after home games
 - Help organize a traffic crew to assist with parking at our outdoor facilities.
 - Assist with the distribution and return of uniforms.
 - Assist with spirit wear ordering and distribution.
- ◆ **Registration**
 - The [Registration Coordinator](#) runs all sport registrations.
 - Registration questions and problems should be directed to the [Registration Coordinator](#).
 - Fees are determined by the Board prior to registration and are based on the budget created by the Coach and Treasurer.
- ◆ **Equipment, Uniforms and Spirit Wear**
 - Must be approved by the Board.
 - Uniform & equipment purchases are built into the budget before the season. If you feel that uniforms will be need for the next year, let the Board know by the end of the current season. Questions for uniforms should be directed to your team coordinator or the [Equipment Chairperson](#).
 - Spirit wear (items purchased by the parents): In order to have continuity throughout CYO, the Board has selected a logo/design and list of items that teams can choose from. The [Fan and Team-wear Coordinator](#) will make this purchase. If there is an item that has been omitted please contact the Board.
- ◆ **Expenses**
 - Coaches are expected to meet with the Board in advance of registration in order to address expenses, equipment and related items anticipated for the upcoming season so that an appropriate budget may be developed.
 - To ensure proper budgeting, expenses anticipated for the following year should be reported to the treasurer at the end of each season.
 - [Check Request Forms](#) are to be completed and sent to the [Treasurer](#) (see Page 1 for contact)

Game procedures

- ◆ Referee fees are requested from the [Treasurer](#) (see Page 1 for contact). Use [Check Request Form](#).
- ◆ Home team coaches must *personally* contact the referees if a game is cancelled or rescheduled. (CYO is required to pay the fees if the referee is not notified.)
- ◆ All coaches, athletes and spectators must conform to the CYO Code of Conduct.

Disciplinary Actions

- ◆ **Ejections:**
 - Any ejection that occurs during a CYO event must be reported. The head coaches of both teams as well as the head official are responsible for completing this report. It must be forwarded to your Parish Athletic Director or assigner within 48 hours. Any Coach, Athletic Director or Official, wishing to lodge a complaint against a team, coach, player or spectator, may use the [R17 Incident Report Form](#).

CYO Website

- ◆ The CYO website has information for each sport and is available to teams to post schedules and other information.
- ◆ CYO is encouraging all CYO participants to utilize this site for all CYO events, fundraisers and announcements. Please be sure to tell to your athletes and parents about the site.
- ◆ Contact the [Communication Coordinator](#) (see Page 1 for contact) for more information.

Coaching Tools Links:

[Team Roster Form](#) (Contact the Asst. Athletic Director for the Excel Version)

[Coaches Affidavit Form](#)

[R17 Incident Report Form](#)

[Athlete Eligibility Affidavit](#) (Football Only)

[Check Request Form](#)



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General Information

- ◆ **CYO Mass:**
 - There will be one CYO Mass for all athletes during each of the three seasons. The mass schedules are generally posted in the fall on the CYO Website Calendar.
 - Teams are required to attend the mass as a team. Athletes are to wear their uniform jersey, with a shirt underneath if necessary.
 - Teams will be assigned to greet at the beginning of mass or distribute bulletins at the end of mass.
 - One 8th grade boy and girl will be asked to take up the gifts.
 - Questions can be directed to the [Athletic Mission and Ministry Chairperson](#)

- ◆ **Service Projects:**
 - Teams are required to complete a service project. CYO is working with the Parish to schedule and assign projects so coaches do not have to, however, if you have a project that you feel would benefit your team, please contact the Athletic Mission and Ministry Chairperson for approval.
 - The Basketball teams usually participate in the Youth Ministry's Winter Food Drive. This is a big undertaking and requires a large number of volunteers.
 - We also encourage families to participate in the projects whenever possible.
 - Questions can be directed to the [Athletic Mission and Ministry Chairperson](#)

- ◆ **CYO Calendar & Announcements:**
 - It is important to check the calendar and announcements pages regularly for updates on Masses, blackout date, etc.
 - You may also request a posting on either of the pages. Please send requests to the [Communication Chairperson](#).

- ◆ **Gym & Equipment Shed Key:**
 - The keys for the gym and equipment shed are kept in the Parish office in the Holy Family Center and must be signed out while the office is open. If you will need the key in the evening after the office closes, you must make arrangements to pick up the key during business hours. Office hours can be found on the Parish website <http://stjoesdtown.org/index.html>
 - Keys must be returned to the office after use. If returning after business hours, keys are to be dropped in the key box on the porch outside of the office.

- ◆ **Facilities (Gymnasium & Mary Street Fields)**
 - Damage or problems at the facilities, should be immediately reported to the [Facilities Chairperson](#).