



# **Coach Handbook**

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# Coaches Handbook

## Coach Selection

The Athletic Director will select all coaches for all teams. Assistant Coaches must be approved by the Athletic Director. Coach selection will be based upon:

1. Philosophy in line with the school philosophy,
2. Ability to work with children, and
3. Approval by pastor.

Violation of any of the athletic policies may result in immediate dismissal.

## Coaches' Responsibilities

1. All Coaches and Assistant Coaches must complete the Archdiocese of Indianapolis Safe Parish training prior to any contact with the children.
2. All Coaches and Assistant Coaches must have a current background check on file prior to any contact with the children.
3. Coaches must sign and abide by the Athletic Code of Conduct.
4. Coaches must verify that the following items from athletes are on file with the Athletic Director prior to practicing and participating in games:
  - Sports physical
  - Fees Paid
  - Athlete Code of Conduct
  - Signed handbook
5. Each coach should maintain and keep a binder containing a roster, parent contact information, and physical form (if applicable for each athlete at all games/matches and practices.
6. Coaches must arrive in time to set up their playing space (gym, field, court, etc.) with their team before each practice/game with player equipment, player seating, bleachers, etc. and put all items away after each practice/game. Keys to the barn (where the bleachers are stored) and to unlock the doors are kept in the lockbox inside the closet where the tables and chairs are stored. **Contact the AD for the code to the lockbox before the start of the season.**
7. Coaches are responsible for finding a parent or volunteer to keep the score book and run the scoreboard for each home game. If a parent or volunteer cannot be found, please reach out to the Athletic Directors for assistance.

## **Prayer and Coaching**

### **A GUIDE TO TEACHING KIDS HOW TO PRAY**

“And we have this confidence in him, that if we ask anything according to his will, he hears it.”

1 John 5:14

Perhaps the most important and life-changing task that parents have with their children is to introduce them to God and the power of His unending love. Certainly, faith formation should begin in the home, as parents are the first teachers of their children. However, as children become a little older and begin their formal education, clergy and educators begin to take on a much more prevalent role in the faith formation of youth. Other than parents and clergy, coaches can have a tremendous impact (if they take the right approach) on the spiritual growth and development of the young people in their charge.

Coaches have the perfect platform from which to share their faith. Most athletes greatly admire and respect their coaches and have a strong natural desire to listen to them and give their very best to do what “Coach” is asking of them. If a coach is a great role model and their players respect them, kids will naturally emulate the behavior they see in their coach... especially when it comes to faith and prayer!

Here are four suggestions for teaching kids how to pray, whether they are in second grade and just beginning their athletic career or perhaps just coming out for a sport as a high school freshman. These rules are solid regardless of age:

1. Teach them that prayer is simply a conversation with God. Prayer is best when it is done in a respectful way yet put in their own words. Perhaps tell children that it is like carrying on a conversation with their grandparents, who they have a deep respect for but also a strong bond of love. Let them know that God is always listening and very much wants to have a daily conversation with them.
2. A good place to start is to extend words of thanks to God. We can thank God for our families, our home, and food on our table. We can also give thanks for our friends, our great school and team, our coaches and teachers, our pastor and church leaders, Jesus’ unconditional love, and other various blessings.
3. We can next pray for others in need... for those who are battling illness, injury, and adversity. We can pray for other families who are struggling with unemployment or homelessness, as well as other things that might be going on in our community. The key here is to thank God first and foremost for our many blessings, then pray for others before we pray for our own needs.
4. Lastly, we should pray for ourselves, our families, and our team. Always discourage players from ever asking for victory from week to week. We are all His children, so why would He favor one team over another in a game? However, God does care that we give our very best every day

to make the most of the abilities with which we have been given. (See the TALENTS lesson at the bottom of this toolbox). You may suggest saying a quick prayer before the snap of the ball on every play. Ask God for focus, toughness, courage, intensity, or strength... whatever you might need on that play. Take God with you on every play in your heart, mind, and soul. Jesus is a great teammate if we only allow Him to be.

Is there anything we can do as coaches that is more significant than bringing Christ to others and bringing others to Christ? As we help our players feel more comfortable in their own relationship with Christ, the next logical step is to help them feel more comfortable sharing their faith with others through prayer. Few things we do in life are as intimate to us as prayer. As players grow comfortable sharing with each other through prayer, the team bond that is created is a powerfully unifying force. The camaraderie and unity that is formed will lead to players feeling a strong sense of family. The concept of playing with and for your “brothers or sisters” and with a sense of duty and obligation to make God proud is the essence of playing for a higher purpose.

Teams who play together to bring honor to their families and to God are the teams who are the most fun to coach and who almost always perform their best when the going gets tough. I think this is what every coach wants... isn't it?

### **AT THE CENTER OF ALL OF THIS IS OUR FAITH IN GOD AND PRAYER**

#### **Safe Environment Training**

The Archdiocese of Indianapolis requires that everyone who has regular contact with children in church ministry must participate in a safe environment training program called Safe Parish. This requirement is part of the archdiocese's efforts in providing a safe environment for the children who participate in all of the various ministries of the church.

Register for Safe Parish at <https://www.archindysafeparish.org/>. You will need to enter the passcode “Archindy2021”.

#### **Affiliate Rule**

To participate in CYO grade school sports, all participants must be either a student enrolled in a Catholic school or a child residing in a household registered in and participating in a Catholic parish. A participating household is determined by official registration on the parish roster. However, pastors, at their discretion, may also require regular attendance at Mass and/or active participation in the Religious Education or Youth Ministry programs offered by the parish.

## **Athletic Physicals**

To protect the athlete and the school, an athletic physical is required of all athletes. No athlete may participate in any practice or game without a physical on file. Physicals are due by the first practice, and it must be dated by April 1 of the previous school year. The current physical certificate must be kept on file at the school. This must be done on a yearly basis for all CYO participants.

**CYO Physical Form:** <http://cyo.orgsonline.com/Docs/WebsitePhysical.pdf>

## **Scheduling Practices**

Practices are to be scheduled by the coach with the Athletic Directors (ADs). Once practice days and times are approved by the ADs they will be added to the calendar. **Access to the gym is not permitted before 6:00 p.m. on days that school is in session.** (The only exception to this is practices for Track, which are held outside.) Consider scheduling practices to begin at 6:15 p.m. so that the gym can be opened and set up before players arrive. All practices on school nights will end by 9:30 p.m. The gym is not available most Wednesdays of the school year due to Wednesday Night Religious Education. If school is cancelled due to inclement weather, all practices and games will also be cancelled.

## **Coaches Code of Conduct**

### Catholic Youth Organization Mission Statement

The Catholic Youth Organization, a ministry of the Archdiocese of Indianapolis, exists to deepen relationships with Jesus Christ and one another, to celebrate the God-given gifts of each individual, and to enhance the faith formation and personal development of youth by providing athletic, camping and enrichment opportunities.

### **CYO Athletic Program Coaches Code of Conduct**

The purpose of the Coaches Code of Conduct is to ensure that coaches protect, teach, and serve as positive role models for our student athletes as well as represent the Archdiocese appropriately. The CYO athletic program intends to promote the physical, moral, mental, social, emotional, and faith formation of all student athletes. Coaches have a tremendous influence on the development of our student athletes and are an integral part of this process. We expect every coach to follow this code and abide by the CYO Mission Statement.

## Coaches Code of Conduct

As a CYO Coach, I will:

1. Provide positive support and encouragement to our student athletes by placing the values of instilling the highest desirable ideals of character and having fun above winning.
2. Set the right example and promote good sportsmanship through my own behavior and attitude at all practices and athletic contests, home and away.
3. Display control and respect the authority of and decisions made by officials.
4. Make no derogatory comments or gestures and never use foul language to student athletes, coaches, officials, or spectators.
5. Refrain from criticizing student athletes for making a mistake or not winning.
6. Never physically or verbally threaten any coach, player, official, or spectator.
7. Assist in providing for student safety and welfare, ensuring all personal contact with our student athletes is appropriate and follows the guidelines of Safe Parish training.
8. Ensure fans conduct themselves appropriately and assist game officials in maintaining control.
9. Operate within this Code, adhere to league rules, and ensure that student athletes do the same.
10. Take responsibility for my actions and will not attempt to circumvent the rules or guidelines of CYO.
11. Stand and face the flag with a respectful demeanor during the playing of the National Anthem. (Failure to do so will result in a one game suspension.)

## Code of Conduct Violations

The CYO will be responsible for reviewing, at its earliest convenience, all potential violations that come to its attention as well as handling any disciplinary action deemed necessary based on facts and circumstances. As needed, the Pastor and Athletic Director will be consulted as well as included in any formal communications that occur between a coach and the CYO Office.

## In-Game Procedure

Code of Conduct violations can vary and therefore will be handled on a case-by-case basis. However, the following factors will be important considerations in how violations will be handled:

1. It is a coach's responsibility to ensure players and fans conduct themselves appropriately and assist game officials in maintaining control. Good sportsmanship is a top priority.
2. Common sense will be used when considering what is inappropriate behavior and in determining any disciplinary action deemed necessary.
3. Disciplinary action for unsportsmanlike behavior could range from a verbal warning to suspension from one or more future CYO activities, including a permanent ban.
4. Any coach who is deemed to have threatened and/or physically or verbally abused a coach, player, official, and/or spectator will be suspended immediately for a period of at

least one game and will be required to meet with CYO staff before coaching in another game.

5. If a coach is in violation of the Code of Conduct during a game, a game official will issue a warning to the coach. This is an official's initial effort to let the coach know he/she is not displaying appropriate behavior.
6. At the discretion of the official, a coach may receive an unsportsmanlike penalty prior to a warning if his/her behavior is deemed highly inappropriate.
7. If the coach continues to behave inappropriately following the warning, the official will administer the appropriate unsportsmanlike penalty for that sport to the team.
8. A second unsportsmanlike penalty administered to the coach by an official will result in the coach being ejected from the game and he/she will be required to leave the premises.
9. The parish Athletic Director will be contacted, and disciplinary action will be taken.
10. As stated above, it is the coach's, Gym/Field Manager's, and Athletic Director's responsibility to ensure that players and fans conduct themselves appropriately. If a parent or attendee supporting your team is in violation of the code of conduct, a game official will present a warning to the coach, and the game will be paused. It is the coach's responsibility to inform the Gym/Field Manager or AD that a warning has been given to the team, as well as who the parent or attendee is that is responsible for the warning. Either the Gym/Field Manager or AD will need to address the parent/attendee and ask for their cooperation. If that parent/attendee continues to display inappropriate behavior, the official will administer an unsportsmanlike penalty to the team and the parent/attendee will be required to leave the premises. This will serve as a TECHNICAL FOUL AND WILL BE ASSESSED TO THE TEAM AND THE APPROPRIATE PENALTY WILL BE ENFORCED (i.e.- free throws and ball out of bounds or 15-yard penalty, etc.). If the official feels the coach is instigating or supporting poor conduct by others, an unsportsmanlike conduct penalty will be enforced on the coach.

\*\*\* It is IMPERATIVE that Coaches, ADs, and Coordinators let parents know before the season begins that this is the procedure that will be followed. It is important for parents/attendees to know that unsportsmanlike conduct on their part will impact the team in a negative way!

In accordance with our Mission Statement, it is the primary goal of CYO to help every young person we serve get to Heaven! We rely heavily on you to use your platform as a coach to model appropriate behavior to assist in this quest. Thanks for your understanding and support.

Each coach will be required to sign this Code of Conduct agreement before he/she is permitted to coach in a CYO game. The parish AD will keep a signed copy of this agreement on file.



## CONCUSSION AND HEAD INJURY FACT SHEET FOR COACHES

### ***CYO Concussion Policy***

Any player who exhibits symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice, and may not return until he or she has passed the sideline concussion evaluation and test. Every team will be issued a CYO concussion evaluation and test form that must be available at every practice and game. This form will be used to test memory function, concentration, balance, and check for concussion symptoms. If the athlete answers incorrectly to any of the questions, exhibits any single symptom or more of a concussion, or cannot perform the balance test, they may not under any circumstances, return to play for that day. If a player fails the concussion test, they may not return to play or practice until they have been cleared by a health care provider. **Written approval must be received before the young athlete may participate.**

### ***Definition of Concussion***

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull.

### ***Common Causes***

The potential for concussions is greatest in sports where contact to the head area can take place. Concussions can occur in any sport. Even a mild blow to the head, especially in the undeveloped brain of a child, can be serious. Concussions can also result from a fall, or from players colliding with obstacles, such as goalposts.

### ***Signs and Symptoms***

It is important to note that concussions can occur without loss of consciousness. If a child exhibits even one of the signs or symptoms after contact involving the head, a concussion should be suspected. The child is not to return to a game or practice if a concussion is remotely suspected. They will not be permitted to play again until a written release has been obtained by a licensed health care provider.

The signs of a concussion:

1. Appears dazed or stunned
2. Confusion
3. Forgets plays, the score, the opponent, time of game, events
4. Moves **clumsily**
5. Answers questions slowly
6. Demonstrates behavior or personality changes
7. Headache or "pressure" in the head
8. Nausea or vomiting
9. Balance issues



10. Blurred vision
11. Sensitivity to light
12. Feeling sluggish or groggy
13. Concentration or memory problems
14. "Just does not feel right"

***Danger , Danger, Danger***

If even one of the following signs or symptoms are observed, it should be considered a medical emergency and 911 should be called:

1. One pupil larger than the other
2. Inability to wake up
3. A headache that gets worse and does not subside
4. Numbness
5. Decreased coordination
6. Repeated vomiting
7. Slurred speech
8. Convulsions
9. Loss of consciousness, however brief

***Why so serious?***

Following a concussion, the brain needs time to rest and heal. That is why it is important that children not resume normal activities, especially athletic competition, too soon. If the student returns before his/her brain is healed, they are at increased risk for a second concussion or a longer recovery. A repeat concussion can increase the chances for long-term brain damage. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

***Education Responsibility***

Beyond adhering to the CYO concussion policy and knowing the facts on concussions, it is the responsibility of a CYO coach to help educate the players and their parents on the dangers of concussions. Coaches are to distribute a fact sheet to the parents and players at the beginning of each season. Each coach must lead a discussion on the importance of this issue with their players and parents. **Concussion Baseline Testing should be part of this very important discussion.**

***Concussion Baseline Testing***

The CYO has partnered with the Athlete's Concussion Alliance and St. Vincent Sports Performance to provide free baseline testing to all young athletes participating in CYO sports 5<sup>th</sup> grade and older. This baseline test establishes an assessment of how the student's brain functions under normal circumstances. Should the athlete ever suffer a head injury following taking this baseline test, a repeated test taken can easily make a direct comparison to normal functions of the brain. It must be stressed that this testing is only one tool that is used to help an athlete that has suffered a mild traumatic brain injury to make a safe return to play. The information gleaned from this baseline test and the post-injury test can only be properly evaluated by a clinician with specific training in concussion management. Instructions for taking the CYO Baseline Test can be found on the CYO website.

***Concussion Training Videos***

All CYO coaches are to watch the free online concussion training video for coaches. This video takes approximately 30 minutes, including a post test. **What to do with the post test?** The concussion video can be accessed by logging onto: [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)



## CONCUSSION CHECKLIST FOR COACHES

**Note:** Individual parishes may have additional requirements on top of the CYO's policy

- 1) Make sure you have downloaded all the files provided on the CYO website regarding concussion education and policy
- 2) Read the CYO's Concussion and Head Injury Fact Sheet for coaches provided by St. Vincent's Sports Medicine which is included in the online coaches packet.
- 3) Use the link attached at the end of the fact sheet and watch the 'Heads Up Online Training Course' video provided by the CDC educate yourself and help keep athletes safe from concussion.
- 4) Know the signs and symptoms of a concussion
- 5) Ensure that parents and student athletes have all the necessary concussion information. It can all be found and downloaded on CYO's website, or it can be handed out and discussed with families by coaches.
- 6) Discuss with players and parents the 'Heads Up' - Concussion in High School Sports – A Fact Sheets for Parents and Athletes (2 sheets)
- 7) Familiarize yourself with baseline testing through the Concussion Alliance's ImPACT baseline testing information sheet and encourage the taking of this test to parents and athletes who should have gotten this information when registering.
- 8) Download and print off copies of the CYO sideline concussion test to have available during all games and practices.
- 9) Use the test as part of the plan each coach needs to identify and properly handle students that are suspected of having a concussion or head injury
- 10) If the test is failed or an athlete is suspected of having a head injury, they may not return to the game that day or practice until they are evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries
- 11) A signed release form from a licensed health care provider is required to be obtained by a coach before any athlete can return to play



St. Vincent  
Sports Performance



**Athletes Concussion Alliance**

### CYO Sideline Concussion Test

Athlete Name: \_\_\_\_\_ Parish: \_\_\_\_\_

Form filled out by: \_\_\_\_\_ Coaches Signature: \_\_\_\_\_

**SYMPTOMS**(check **yes** or **no**)

Parent(s) Signature: \_\_\_\_\_

Symptoms	Yes	No	Symptoms	Yes	No
Loss of consciousness			Feeling slowed down or 'in a fog'		
Seizure or convulsion			"Don't feel right"		
Amnesia			Difficulty concentrating		
Headache or pressure in the head			Difficulty remembering		
Neck pain			Fatigue or low energy		
Nausea or vomiting			Confusion		
Dizziness			Drowsiness		
Blurred vision			More Emotional		
Balance problems			Irritability		
Sensitivity to light			Sadness		
Sensitivity to noise			Nervous or anxious		

**Memory Function**(check whether they answered correctly or not)

Question:	Answered correctly	Answered Incorrectly
Where are we playing today?		
Which half is it?		
Who scored last in this game?		
What team did you play last game?		
Did your team win the last game?		

**Concentration Test**(check whether they answered correctly or not)

Question:	Answered correctly	Answered Incorrectly
Repeat the days of the week backwards, Start with Sunday		
Repeat this number backwards: <b>419</b>		

### **Balance Test**

Have athlete stand heel to toe with hands on hips and eyes closed. Count how many times they are out of the start position (hands off hips, opening eyes, lifting a heel, stepping, falling off balance, etc.) during 20 sec.

	Less than 5	More than 5
<b>ERRORS</b>		

When completed, a copy of this form must be given to your Athletic Director and the CYO Office by mail, fax, or email



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