

St. Stephen Athletics

Athlete & Parent  
Handbook



**St. Stephen Cougars**

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## **CYO CODE OF CONDUCT**

As an integral part of the Catholic Youth Organization, the C.Y.O. Athletic Program has three main objectives and purposes:

1. To promote and encourage the development of Christian values (character) through interaction with peers.
2. To provide as much participation as possible among all youngsters involved.
3. To develop the concept of community through team sports identified with the various parishes.

The C.Y.O. Athletic Program is designed to be representative to the Christian character in life. As Christians, we are constantly challenged to better ourselves, both as individuals and as a group. The development of such values is the primary objective of C.Y.O. Athletics, and C.Y.O. Athletics is the arena in which the youngster practices the principles of Christian values. Within the arena the coaches, directors, and participants must manifest and exemplify the ideals of Christian life.

Athletic activity plays an important part in the growth and development of children. Team sports, competitive contests and special outdoor activities and opportunities to keep the body fit and mind fresh. For these reasons, C.Y.O. Athletics encourages the participation of all youngsters, not merely the skilled athletes. In order to encourage wide participation and to foster Christian attitudes, the C.Y.O. Athletics must be built upon a strong foundation: parish participation, dedicated coaches and youngsters open to learning and playing.

The parishes and families provide the foundation for C.Y.O. Athletics. It is from these communities that we draw the participants, and it is to these communities that we return these youngsters. They provide the basis of Christian life and are one of the first experiences of community for the growing Christian. The concepts of "team spirit" and "sportsmanship" cannot be overvalued, for it is in these ideals that participation in a community is possible for the youngster.

C.Y.O. Athletics has a duty to each of its participants (coaches, players, officials), and that is to provide the best possible atmosphere of competition. Such competition should not be based solely on winning or losing, but it should be understood in terms of improvement, enjoyment, and self-confidence. It is an ideal, but is the basis of C.Y.O. Athletics. The participants must become gracious winners and losers, understanding that "how the team played" is immensely more important than who won the game. The youngsters are then freed to become the best that they can possibly be, and can encourage the best in their teammates, peers, friends, and competitors.

### **PLAYERS**

*Acceptable standards of player behavior include:*

1. Treat opponents with respect; shake hands prior to or after contests.
2. Respect the judgment of officials and abide by the rules of the contests.
3. Accept seriously the responsibility of representing the school or parish by displaying positive behavior at all times.
4. Play in a positive manner, reflecting Christian values. Do not bait or taunt opponents.

*Penalties:*

1. Any player ejected from a game because of unsportsmanlike conduct will be suspended from the next game and may be subject to additional penalties.
2. Any player who physically abuses another player, participant or official may be suspended from play for the remainder of the season and may be disqualified from CYO competition.

## **SPECTATORS**

*Acceptable standards of spectator behavior include:*

1. Remember that the players are children and are playing for their enjoyment, not yours.
2. Remain seated in the spectator area during games.
3. Respect decisions made by contest officials.
4. Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches, or officials. Do not coach from the stands.
5. Make no derogatory comments or gestures to players, coaches, parents of the opposing team, officials or league administrators.

*Penalties:*

1. Participating teams and their coaches are responsible for the conduct of their spectators.
2. Any spectator who displays poor sportsmanship may be removed from the facility by an official, their team coach, a league official or the host gym person-in-charge.
3. Any spectator who interferes with the conduct of a CYO activity may, at the discretion of the spectator's parish, league or the San Francisco Archdiocese, be barred from attendance at subsequent CYO activities.

## **ENFORCEMENT**

The parishes and leagues, under the supervision of the CYO office, shall enforce this code of conduct. Complaints regarding violations of this code shall be first brought to the attention of the athletic directors of the parishes/school involved. Coaches, participants or spectators may be placed on probation or suspended from CYO activities for their actions.

1. Leagues will consist of the strongest teams in Division 1, next strongest in Division 2, then Division 3, etc.
2. Teams will be placed according to their previous years record and also at the discretion of the responsible CYO Standing Committee. Third Grade teams are not classified and will be placed as determined by the responsible Standing Committee.
3. When a program enters two (2) or more teams in a grade division, the teams must be entered in accordance with their relative strength, and this information shall be stated as accurately as possible. The strongest (#1) team must play in a higher Division than the program's other team(s).
4. A program's second and third teams shall not consist of players whose abilities are equal to or stronger than those of their first team.
5. It is the policy of the CYO Athletic Advisory Board that all athletic teams be assigned to that division which provides the most wholesome and competitive level of competition. Therefore, if it is determined by the CYO Committee that a Program has not entered their teams properly, the appropriate CYO Committee may take such action as they deem appropriate. Example of appropriate action include but are not limited to:
  - a. Moving the team to a "higher division"
  - b. Requesting that a player or players be moved to the "higher team"
  - c. Allowing the team to complete the league schedule but not be allowed to participate in the playoffs
  - d. Allowing the team to withdraw without penalty
  - e. Withdrawing the team from league play

## CYO COACHING REQUIREMENTS

### Coaches Training

All CYO coaches are required to take an annual coaching education course prior to coaching in their first game. CYO Athletics will offer a free in-person training prior to the start of each sport season (the dates of these trainings can be found at [cyo.cccyo.org](http://cyo.cccyo.org)). At the conclusion of the training, each coach will receive his/her coaching certification card which he/she will present to the official prior to the start of each CYO game. If a coach can not attend the in-person training he/she is required to take the Catholic Coaching Essentials course online. The link for the training can be found at [cyo.cccyo.org](http://cyo.cccyo.org) under the “Coaches Info” link. At the completion of this course coaches must print the certification of completion and show that card prior to the start of each CYO game.

### Fingerprinting & Screening Policy

The league will operate all programs in accordance with the Archdiocesan policies regarding the screening and training of Athletic Directors, coaches and other adults with regular contact with children. All head coaches must be fingerprinted and assistant coaches’ background checked in compliance with the Archdiocesan requirement. In addition, all coaches must complete the Shield the Vulnerable training prior to coaching in their first CYO game.

These requirements will pertain to the following people for CYO Athletics programs:

	Fingerprinting	Background Check	Recognizing, reporting and Preventing Child Abuse Training (not teen safety course)	Coaches Clinic
Athletic Director/Commissioner	√		√	√
Head Coach	√		√	√
Assistant Coach		√	√	√
Sports Program Helper w/regular Contact		√	√	√
Coaches under 18			√	√

All names of the head coaches and assistant coaches must be submitted to the CYO league office at the team entry due date. At this time the coaches’ names will be checked for completion of the Archdiocesan policy (fingerprinting and SV training). If there are delinquent coaches, the Athletic Director will be notified immediately by CYO staff. At the roster submission date, the league office will be notified of any coach additions or deletions and these coaches will again be checked for completion of the requirements.

**If coaches names are not made available prior to the team’s first game, the coach or the Athletic Director will have 48 hours to show proof of completion or the game(s) will be forfeited until the requirements have been fulfilled.**

**The coaches will have 48 hours from their first game to submit verification of completion of the requirements by fax (415-406-2368) to the CYO Athletics league office.**

Coaches can be fingerprinted at 180 Howard St., SF, during regular business hours by calling 415-972-1200 to request a fingerprint appointment *or* at any Livescan site. Please use this **OR # A8889** on the Livescan form. If you go to a Livescan site please use the **OR #A8889** number so that CYO Athletics will receive the results and notify the Archdiocese of your completion.

In addition, CYO Athletics will offer fingerprinting once a month beginning in October on a weekend date TBD. You must make an appointment to be fingerprinted. Please email [sfathletics@cccyo.org](mailto:sfathletics@cccyo.org) to make an appointment. These dates, times and locations can be found at [cyo.cccyo.org](http://cyo.cccyo.org). The cost of the in-person fingerprinting is \$31 per coach and must be paid at the time of your appointment.

**To complete the Shield the Vulnerable training please visit <http://www.shieldthevulnerable.org>. At the end of the training the participant should print the Certificate of Completion and notify their respective Athletics Director immediately.**

## **CYO PARTICIPATION RULES**

### **VOLLEYBALL:**

#### ***Grades 3-8***

Substitution occurs when the team is awarded a side-out. The next player on the roster should be ready to enter the court to the middle back position.

### **SOCCER:**

#### ***Grades 3-8***

All players must play two quarters of a game.

### **BASKETBALL:**

#### ***Grades 3-8***

All players must play two quarters of a game.

### **BASEBALL:**

#### ***Grades 3-8***

All players must play at least 2 innings in the field and have 2 at bats during each game they play. San Francisco Parish School Baseball League (SFPSBL) rules state that a team can have 11 players in the starting batting lineup.

# ST. STEPHEN ATHLETIC PROGRAM REGULATIONS

## PARTICIPATION GUIDLINES

1. Coaches must follow the league and St Stephen participation guidelines that are set up for each sport.
2. Players who are suspended from school shall not be eligible to participate in practice or games until their suspension has been served.
3. Players who have missed school due to illnesses may not attend either a practice or game on the same day. Players who are ill on Friday may attend and participate in a game over the weekend if their illness permits.
4. Players who miss practice and games on a regular basis, which is not due to illness or injury, shall have their playing time reduced, but not less than the CYO minimum. For instance a player who misses one practice a week could see their playing time cut in half relative to other players. Players who miss both practices would play the minimum. Players who miss games and practices on a continuing basis can have their playing time suspended but only after the coach has contacted the athletic director and received their approval

## TEAM PLACEMENT

The decision to create more than one team per grade, per season, is determined by the number of interested athletes and the number of players required to form each team. If the decision is made to field more than one team, tryouts will be held by the athletic director and coach. Students will be placed on the appropriate team after a reasonable number of skill evaluations. Final decisions for team placements are made by the athletic director. **(Parents are not allowed to attend try-outs.)** In the event there are not enough interested students to form one team in any sport, two grades may be combined, at the discretion of the athletic director, to play at a higher grade level.

## CHOOSING COACHES

Coaching assignments shall be made by the athletic director on a season to season basis. Individuals with a knowledge of the sport are encouraged to volunteer to coach. Parents can earn non-fund generating hours by coaching. Interested individuals should contact the athletic director directly at least two months prior to the beginning of the athletic season for which they are interested. Those wishing to coach girl's volleyball or boy's soccer should contact the athletic director prior to the end of the previous school year.

## RESPONSIBILITIES OF PARENTS

Communication is the key with the child's coach for any problems or concerns the parent or child might have. These concerns are to be brought to the attention of the coach at a time that is mutually convenient to both parties. Concerns are **never** to be brought to the attention of the coach immediately following a game. In the event a parent feels his/her concern is not being addressed, the parent should then contact the athletic director. If a child is consistently unable to attend practice or is consistently late, he/she will see their playing time diminish and may be considered ineligible for the next game or games at the discretion of the athletic director. **Unsupervised students are not allowed to wait for practice on school grounds. If practice is scheduled to begin after 3:15pm, children who remain at school must be enrolled in extended care.**

## UNIFORMS

All athletes will be issued a full uniform (excluding socks), with the exception of boy's baseball. Parents are required to purchase the pants, cap, and belt for baseball. If a child's baseball pants and cap still fit from a previous year and are in good condition, the purchase of new pants and caps are not required. **Caps for participants can be purchased from the athletic director for \$15.** Caps are available for non-participants at a cost of \$20.

Uniforms must be kept clean, and it is expected that each child will come to the game wearing a clean uniform and the required accessories. Uniforms must be laundered carefully.

## Washing Instructions:

- **Uniforms should always be washed in cold water**
- **Hang out uniforms to dry.**
- **Never place uniforms in the dryer as this fades the colors and melts printed material.**

Uniforms should be returned one week after the completion of the sport for which it was issued, or at the discretion of the athletic director. Each freshly laundered uniform should be placed in a paper bag, with the name and grade printed on the outside of the bag. The uniforms are to be returned to school and given to the child's teacher first thing in the morning. **If a uniform is damaged or lost, the child's parents/guardians will receive a bill for purchase of a replacement. An athlete will not be issued a uniform for the next sport until the previous sport uniform is returned or the bill has been paid.**

## **DIRECTIVES FOR COACHES**

1. Practice schedules need to be cleared through the athletic director who will get approval from the Facilities Manager. There will be no practice without prior approval.
2. Coaches must contact the athletic director if a practice needs to be canceled. Please contact the athletic director as soon as possible. Christopher Gym costs \$60 per hour. It is important for the athletic director to contact Christopher Gym to cancel a practice in order to avoid getting billed.
3. If tables are set up in the gym there can be no athletic practice. The athletic director will keep coaches informed about gym availability.
4. Coaches must not leave any child unsupervised. Coaches are to stay with a child after practice until he/she is picked up.
5. The athletic director will compile a list of approved persons authorized to pick up the gym key from the parish center. This list will be given to the administrative assistant at the parish center.
6. The first coach to practice on a given day will pick up the key, open the gym, and immediately return it to the parish center. The last coach to practice on a given day will pick up the key, lock up the gym, and return the key to the parish center.
7. The coaches are to ensure that the students follow the rules for the use of the gym. Serious infractions will be dealt with by the athletic director.
8. The Facility Manager has authority to eject anyone from the gym.

## **DIRECTIVES FOR STUDENTS**

1. Students will be allowed in the gym only if there is adult supervision (Facility Manager, coach, or designated adult.)
2. Only students who are participating in a particular activity under the direction of an adult will be allowed in the gym. Parents, brothers, and sisters of practicing students are not permitted, because the coach cannot supervise these persons. If for some reason a coach needs to have someone present at practice, he/she needs to get prior approval from the athletic director for directions regarding conduct and safety.
3. Students do not have use of the soft drink machine at any time.
4. During practice time students are not allowed in any area of the gym other than what is necessary for practice.
5. Students do not bring food or drink into the gym during practice time and gum chewing is never allowed in the gym.
6. Athletic participants must wear athletic shoes.
7. Hanging from the basketball rim is never permitted.
8. Students must treat all equipment in the gym with respect and care.
9. Infraction of any of the above rules will be referred to the athletic directors for appropriate action.

## **USE OF GEORGE CHRISTOPHER GYM**

This gym, located on Brotherhood Way, is rented by St. Stephen School at a cost of \$60 per hour for athletic practice. It is a privilege to use this facility, and the directives stated above should be followed in the facility. Teams who do not follow the rules will not be allowed to practice at Christopher Gym.

## **USE OF MERCY HIGH SCHOOL GYM**

Mercy High School Gym is considered our "home gym." It is a privilege to use this facility, and the directives stated above should be followed in this facility.

## **ATHLETE CONTRACT**

I am fully committed to this team, and therefore, will:

1. Conduct myself in a manner to bring honor to myself, my team and my school.
2. Attend every practice so that I will fully understand all instruction, plays, and strategies taught at practice. I understand that if I do not attend every practice, for other than a school sponsored activity (i.e. student council), I may not get as much playing time as other players in an upcoming game, at the discretion of the coach.
3. Wear the appropriate athletic attire to practice.
4. Be on time for every practice, and arrive no later than fifteen minutes prior to every game.
5. Call my coach ASAP if I am unable to make it to practice or a game.
6. Communicate any concerns to my coach at a mutually convenient time for both.
7. Ignore the errors of my teammates, as I believe no one is trying to make a mistake.
8. Learn from my own mistakes so as to improve.
9. Perform with full effort, to the best of my ability.

# COACH CONTRACT

I am fully committed to this team and, therefore, will:

1. Provide leadership as a coach and serve as a positive role model for the team.
2. Ensure that I have complete knowledge of the sport, as it relates to the grade level I am coaching.
3. Provide the team with proper instruction in playing the sport, stress fundamentals, commitment, teamwork, and fun.
4. Conduct all practices and games in accordance with CYO Athletic Code of Conduct, Philosophy, and Guidelines.
5. Communicate any concerns to parents and players at a time mutually convenient for both.
6. Assume responsibilities for all equipment provided for the team.
7. Distribute game schedules immediately, after receipt from the athletic director.
8. Provide players and parents with a gym directory for the games.
9. Follow participation guidelines as outlined in this handbook.

## GROUNDINGS FOR SUSPENSION AND/OR DISMISSAL FROM ATHLETIC PARTICIPATION:

Serious misconduct at game or practice as reported by the coach to the athletic director or failure to be committed to the team and coach (missing scheduled practices and games without prior notification and/or excuse) would also be considered grounds for suspension and/or dismissal.

## ATHLETIC SEASONS

The St. Stephen Athletic Program commences in September 2007, and ends in May/June 2008, depending on the play-off schedules. The athletic director may also enter teams in tournaments as agreed upon with each coach.

### GIRLS:

Volleyball	September through December
Soccer	January through February
Basketball	March through May
*Cross Country	October
*Track and Field	May

### BOYS:

Soccer	September through November
Basketball	December through March
Baseball	April through June
*Cross Country	October
*Track and Field	May

\*Athletes who are interested in cross country and track and field must contact the athletic director in order to have an opportunity to participate. Please contact the athletic director well before the month it is scheduled to begin to ensure participation.

### CYO Schedules

CYO schedules may be obtained at the CYO website, <http://cyo.cyoprograms.org>. This site contains updated information regarding the time and place of each game. **Please keep in mind that schedules are subject to change.** CYO will sometimes be forced to cancel or reschedule at the last minute.