

2013-2014 CYO BASKETBALL

Welcome a new CYO Sports Season – an exciting year with our young people of ministry through sports! Enclosed is important information for the coming season.

2013 – 2014 CYO ATHLETIC MANUAL

The *CYO Athletic Manual* is published annually for athletic directors and coaches. The manual contains philosophy, rules and information on all CYO sports. A copy is mailed to each athletic director and a copy will be given to each coach at certification workshops. Additional copies are available from the CYO Office.

BASKETBALL RULES CHANGES

Official rules for CYO are in the 2013–2014 CYO Athletic Manual and in the 2013–2014 National Federation High School rulebook, available from the CYO Office. There are no significant rules changes for the coming season.

NO INCREASE IN CYO TEAM FEES

CYO team fees will stay at \$100 per team for the coming season. If your school or parish has difficulty paying the team fee, please contact CYO to make arrangements.

ELIGIBILITY

- Review the CYO eligibility rules and check the eligibility of each player **CAREFULLY**. *It is important the athletic director check each child's eligibility to participate in your parish program **prior to enrollment and practice**.* Each child must meet all eligibility criteria including residence, grade and age, and have completed and returned all necessary applications, including the *Parental Permission and Health Authorization Form* and the *Concussion Awareness Sheet*. *The use of an ineligible player, knowingly or unknowingly, will result in game forfeiture and may result in additional sanctions as well.*
- *Parish boundary maps are online: maps can be accessed from the home page of the Oakland Diocese website: www.oakdiocese.org. See "parish locator" link.*

CONCUSSION INFORMATION SHEET

In compliance with California State Law, the "Concussion Information Sheet" must be read and signed by each athlete's parent and each athlete **each year**. A copy should be given to the parent, and signed copy kept on file by the parish/school CYO athletic director. Copies of the form, in English and in Spanish, are available on the forms page of the CYO website.

CYO COACHES CERTIFICATION WORKSHOPS

To coach in the CYO program, it is required that each CYO coach, both new and returning, complete certification requirements, including annual attendance at CYO Coaches Certification Workshop. For the fall / winter basketball season, coaches workshops will be sponsored in October by each league. An information flyer will be emailed to all athletic directors in mid-September with dates, times and locations. Cost is \$5. per coach. CYO Coaches Certification Cards will be issued to each coach on completion of certification requirements.

SAFE ENVIRONMENT TRAINING REQUIREMENTS

It is required that all volunteers working with youth in the diocese complete Safe Environment Training and comply with diocesan safe environment policies:

- This year, ALL NEW CYO coaches (those not certified for the 2012-2013 seasons) will be required to complete Safe Environment Training prior to coaching certification. The course must have been completed after July 1, 2013. Those certified for the 2012-2013 season do not need to recomplete the



training this year. All coaches should bring their 2012-2013 Coaches Certification Card or a SET Certificate of Completion when registering at a CYO Coaches Certification Workshop.

• Coaches may complete the Shield the Vulnerable course on-line, or attend a live training. The process for completing the training on line or finding a live training is on each workshop flyer or on the website: <http://www.oakdiocese.org/ministries/safe-environment>. The cost for on-line training is \$8.00 per coach. The Safe Environment Office will bill individual parishes. For questions regarding Safe Environment, contact the Diocesan Safe Environment Coordinator, Diana Bitz, dbitz@oakdiocese.org, 510-267-8315.

FINGERPRINTING / MEGAN'S LAW CHECKS / SCREENING AND SELECTING COACHES

Fingerprinting CYO Volunteers: The diocesan Safe Environment Office will continue the process of fingerprinting all volunteers with access to children, including CYO coaches, taking several years to complete. This coming season, new athletic directors, all third grade coaches and any new 4th, 5th, 6th and 7th grade coaches will be fingerprinted. (An athletic director is defined as one with supervisory responsibility over coaches.) Fingerprinting will be at the AD Seminar and several other dates prior to the start of the season. Fingerprinting will be by representatives of the Safe Environment Office. Cost is \$34 per person and individual CYO programs will be billed. By law, results are strictly confidential. For questions regarding fingerprinting, contact Carmen Alvarez at Diocesan Safe Environment Office, 510-267-8343 or email: calvarez@oakdiocese.org.

Megan's Law Checks: Athletic directors shall check all volunteers. Megan's Law checks can be easily done "online" through the State of California sponsored website: <http://www.meganslaw.ca.gov>. The diocese will check all coaches registering at coaches' workshops through "Megan's Law," as well.

Volunteer Application: Prior to coaching, it is required that each coach complete a "CYO Volunteer Application". The application allows for screening and approval of coaches by the parish program. New coaches are required to complete this application form. The athletic director should then check application information. A copy of the application is to be kept on file with the parish or Catholic school.

TOURNAMENTS

• Information on CYO Tournaments will be posted when received on the CYO Website (www.oaklandcyo.org).

• CYO teams may not participate in leagues other than the CYO league as per insurance requirements. *Any tournament longer than three weekends will be considered to be a "league" and CYO teams will not be allowed to participate.*

2013–2014 SPORTS CALENDAR

The 2013–2014 CYO Sports Calendar is included with the dates for practice, tournaments and league play. More details regarding coaches certification workshops will be mailed prior to each season and posted on the website.

CYO FORMS AND BASKETBALL RULES BOOKS

CYO FORMS: Copies of CYO forms (e.g. Parental Permission and Health Authorization Form, Code of Conduct Agreement Form, Concussion Information Sheet, Official Roster Form, and others) can be downloaded from the CYO Forms Page of the CYO Website (<http://www.oakdiocese.org/youth-and-young-adults/cyo/cyoforms.html>).

RULES BOOKS: 2013–2014 National Federation Basketball Rulebooks may be purchased at the individual CYO Coaches Certification Workshops, or from the CYO Office, for \$5 each. To purchase from the CYO Office, call Grace at 510-893-5154 or email ghouse@oakdiocese.org.

ATHLETIC DIRECTORY FORM

A copy of the Athletic Directory Form is included for your use as you begin to recruit basketball coaches for the coming season. When you have completed the form, return it to the CYO Office. The CYO Office must receive directory forms by *FRIDAY, OCTOBER 18* to be included in the 2013–2014 Basketball Coaches Directory.

ATHLETIC DIRECTORS' SEMINAR

The purpose of this annual seminar is to allow new and experienced AD's to meet, share ideas and formulate goals concerning administration of their CYO programs. The Seminar will be Saturday, September 14, at the St. Joseph Center for the Deaf, 25580 Campus Drive, Hayward. (Close to Cal State East Bay) Besides providing a great experience, attendance at the Seminar will certify AD's and their assistants to coach this year.

A Seminar flyer is included! RSVP on line at the Athletic Director Page of the CYO website (www.oaklandcyo.org) to CYO at 510-893-5154, to ghouse@oakdiocese.org.

INSURANCE

CYO YOUTH AND SPORTS ACTIVITY INSURANCE: Information on the CYO Youth and Sports Activity Insurance (excess medical coverage) will be mailed and will also be sent to pastors. The Insurance program is mandatory for all programs that include children not attending the parish Catholic School.

CERTIFICATES OF INSURANCE: Gyms and facilities (other than parish gyms) usually require proof of insurance. To obtain a "Certificate of Insurance" the CYO athletic director (only) must complete the "Proof of Insurance Request Form for Certificate of Insurance" *and return it to the CYO Office with a copy of the application or contract for use of the facilities and documentation of any minimum insurance requirements.* Process time for certificates can be three weeks. Coaches or others should **never** contract for the use of facilities.

NATIONAL FEDERATION COACHES INSURANCE: Membership in the "National Federation Interscholastic Coaches Association." is offered to youth coaches and includes personal liability coverage with other benefits. A registration form is enclosed.

GIRLS' CYO VOLLEYBALL

Girls' CYO Volleyball teams may begin practice on Tuesday, October 1 and league play may begin on Saturday, November 2. If your parish/school participates in Girls' Volleyball, keep these dates in mind when setting parish practice schedules and basketball league schedules.

CYO WEBSITE

The Oakland Diocese CYO website is www.oaklandcyo.org. Check for updated information!

CYO OFFICE

The Diocesan CYO Office is located in the Oakland Diocese Chancery Offices, adjacent to the Cathedral of Christ the Light, 2121 Harrison St., Oakland. If we can be of assistance, call us at 510-893-5154, *Monday through Friday, 9:00 a.m. to 5:00 p.m.*

NO LONGER ATHLETIC DIRECTOR?

If you are no longer Athletic Director, please forward this information to the new AD or to your pastor. Also, let us know the name, address and phone number and email address of your replacement to keep our list current.

