

St. Richard Parish Athletic Handbook

C.A.D.A.
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CYO PRAYER

Lord God, we thank you for bringing us together today and ask that you watch over and guide us. Help the athletes use their talents to the fullest and remain injury-free.

Help the coaches to teach these young athletes not only about the game, but more importantly about being good Christians.

Help the game officials do their best to enforce the rules and remain fair at all times.

And help the spectators to be considerate of all players, coaches, officials and each other.

Thank you for giving all of us the opportunity to put our faith into action today.

St. Richard Parish Athletic Program

The purpose of this Athletic Program Handbook is to make parents, coaches and athletes aware of the philosophy and policies to be followed for participation in the St. Richard Athletic Program. The St. Richard Athletic Program and all participants are subject to the rules set forth in this Athletic Handbook and the CYO Handbook of the Diocese of Toledo.

Philosophy and Mission

The athletic programs at St. Richard are intended to promote a positive environment to give the children of the St. Richard community the opportunity for development of physical abilities, lifelong friendships, building of character, and expression of their faith. Winning, losing, teamwork, perseverance, fairness, and competitiveness are among the many lessons learned. Honorable sportsmanship deep in Christian values is expected of all players, coaches, and parents and shall be reinforced by C.A.D.A. This handbook has been prepared so that the student participant, the parents, and coaches will better understand the guidelines and procedures of the athletic program. We desire that the program is a positive experience for everyone involved.

Updates & Changes for the 2019/2020 School Year

All changes for the 2019/2020 school year have been adopted and approved by CADA and are referenced throughout this handbook by being "*italicized in RED*".

Purpose

C.A.D.A. (Crusader Athletic Developmental Association) is the governance of the parish and school sports programs. The Pastoral Leader has full authority of St. Richard athletics. It is the goal of C.A.D.A. to establish the importance of good Christian sportsmanship in the minds of the entire parish and school community.

Officers: 2019-2020

President: Andy Kennedy

Treasurer: Diane Niese

Secretary: Lisa Lenz

Athletic Director: *TBD*

Membership

Membership is extended to any active St. Richard parishioner, or parents and legal guardians of St. Richard school students. Anyone seeking to serve on C.A.D.A shall submit his/her name to the Athletic Director or a current C.A.D.A. officer. The Athletic Council shall consist of a minimum of three voting members to a maximum of nine. Open positions may be filled at any time.

Revisions and Policy Modification

C.A.D.A. may make changes to any policies outlined in this handbook as necessary and has the final decision with regard to any policy.

Athletic Programs Offered

Fall Sports

Cross Country – Boys and Girls; Grades K – 8th

Flag Football – Boys; Grades 3rd & 4th

Football – Boys; Grades 5th – 8th

Soccer – Boys and Girls; Grades 1st – 8th **Teams are co-ed.

Volleyball – Girls; Grades 3rd – 8th / High School 9th – 12th

Winter Sports

Cheerleading – Girls; Grades 3rd – 8th

Basketball – Boys and Girls; Grades 3rd – 8th / High School 9th – 12th

Spring Sports

Soccer – Boys and Girls Grades 1st – 8th **Teams are co-ed

Softball – Girls Grades 3rd – 8th

Track and Field – Boys and Girls; 4th – 8th

- 100m, 200m, 400m, 800m, 1600m – runs
- 400m, 800m, 1600m – relays
- High jump, long jump, discus throw, shot put

***In addition to the CYO sports offering, CADA sponsors Pre-Season Indoor Soccer Training (Futsal) on Friday evenings in February for grades K – 8th, alumni, and parents.

Eligibility

All players must be members of St. Richard Parish or attend St. Richard School to play on the parish team.

Any athlete who meets the eligibility requirements will be given the opportunity to participate on a CYO parish team. The philosophy of the CYO program does not include any “cutting” of children who wish to participate on a team. Parishes may enter more than one team in any offered activities.

Fees

All sports offered at St. Richard Parish have different costs required for operation. These fees are subject to change from year to year dependent upon the possible increase in CYO team fees, CYO player fees, as well as need for athletic equipment.

There will be no refunds after the first day of participation.

St. Richard Parish believes that all children should have the opportunity to participate in CYO sports and need-based scholarships are available. Please contact the Athletic Director for confidential consideration.

Basketball - \$45 grade school / \$50 high school

Cheerleading - \$0 (no-charge)

Cross Country - \$25

Flag Football - \$35

Football - \$45

Soccer - \$40 per season

Softball - \$50

Track - \$15

Volleyball - \$45 grade school / \$50 high school

*****If an athlete and parent volunteers *a consecutive 4-hour shift* at a C.A.D.A. sponsored fish fry (at St. Richard Parish), fees for the following school year will be waived. This fish fry can not be in conjunction with a class fundraising fish fry.**

Equipment/Uniforms

St. Richard parish is able to provide a wide variety of equipment for use by our athletes. Each athlete must be fully dressed in uniform, as required by CYO, for each game, meet, or match. All issued equipment and uniforms must be properly cared for while in the possession of an athlete. Equipment/uniforms that are issued to an athlete must be returned upon conclusion of the season, preferably during the designated uniform drop off date, as determined by the coach or Athletic Director. If a uniform is not returned or is damaged, parents will be responsible for the cost of replacing the uniform.

Uniform Fees and replacement fees:

- **Basketball** (jerseys and shorts)- supplied by C.A.D.A. – loaned to athlete and returned at the end of the season. Fee for lost or damaged uniform \$25.00 per item
- **Cheerleading** (top, skirt, and poms) supplied by C.A.D.A. – loaned to athlete and returned at the end of the season. Fee for lost or damaged uniform \$50.00
- **Soccer** (jersey) supplied by C.A.D.A. – loaned to athlete and returned at the end of the season. Fee for lost or damaged uniform \$25.00
- Football (jersey, pads helmet) – To Be Determined by host school
- Volleyball – To Be Determined by host school
- Cross Country – To Be Determined by host school
- Track – To Be Determined by host school
- Softball – To Be Determined by host school

Participation

C.A.D.A. will ensure that all players interested in playing a sport will get the opportunity to play. This may involve “playing up” a grade level or division or joining another parish team when necessary.

Required Forms

ALL participants in the CYO athletic program are required to be examined by a medical examiner (Physician, M.D., or D.O., Advanced Practitioner or Physician's Assistant) once a year and obtain a medical examiner's signature on his/her player/parent contract.

ALL players must have on file PRIOR to participating in any practice or game, the following forms –

- 1) St. Richard Sports Sign-Up Form - **Must be turned in by registration deadlines. Late fees will be assessed to all registrations turned in after the due date. Registrations fees turned in within (1) week after registration deadline will incur a \$10.00 late fee. Registrations turned in more than (1) week after the registration date will incur a \$25.00 late fee.***
- 2) CYO Athletic Contract*
- 3) Completed Player Physical Form (or have a current copy on file)*
- 4) Emergency Medical Form*

The following forms need to be completed PRIOR to participating in any game

- 1) Ohio Dept. of Health – Concussion Information Form*
- 2) Ohio Dept. of Health – Sudden Cardiac Arrest Form*
- 3) St. Richard Athletic Handbook Acknowledgement*

Attendance

All athletes must be marked as present in school on the day of a practice or game/scrimmage in order to participate. Coaches may require attendance at practice to be eligible for participation in games. Missing practice without a cause i.e. unexcused absence or excessive absences, can result in reduced playing time. In order for an absence to be an excused absence, the parent must notify the coach of the reason for the absence prior to the game or practice.

Playing Time

The CYO Advisory Committee developed an "all play" participation rule for each CYO sport during the 2001- 2002 year which was implemented during the 2002-2003 CYO season. These rules were developed after a series of meetings, as well as input from parish athletic directors. You may visit the CYO website at <http://toledodiocese.org/cyo> for details on the "all play participation" rule per each individual sport.

Playing time may be reduced as a disciplinary action, per coaches discretion, especially when a player engages in any conduct unbecoming of a Christian student athlete.

Process for Handling Concerns

For concerns, the party in question should locate the first point in the line of authority (usually the coach) and address the issue. If the concern is not handled, the Athletic Director may be contacted. Wherever policy is concerned, the parent must begin with the Athletic Director who has been placed in the position of implementing Parish policy. Any concerns submitted to the Diocesan CYO Office will be redirected to the St. Richard Athletic Director.

Observance of the 24 Hour Rule

Please do not attempt to approach a coach before or after a game or practice. These can be emotional times for parents, coaches, and athletes alike. Meetings of this nature often do not promote resolution. Please wait 24 hours before attempting to address concerns with a coach via email or phone.

Student-Athlete and Parent Expectations and Requirements

Student-athletes and parents should know that participation in the athletic program is not a right of all students, but rather a privilege to those individuals who possess the ability, attitude, character, spirit and desire to represent the St. Richard Parish community in an affirmative way. Both participants and spectators are reminded to conduct themselves in a Christian manner. This includes but is not limited to, treating opponents, officials and spectators with respect, cheering for our teams and not against our opponents, and abiding by all rules and regulations as set forth by CYO. Good sportsmanship and proper conduct are essential parts of the CYO program.

Parents are asked to support the C.A.D.A. sponsored fundraisers by attending and volunteering of their time.

- The **Reverse Raffle** provides the majority of the funds for this program. Attendees must be 21 years of age to attend this yearly event. Many hours go into the planning, setting up, selling tickets, working the event, and cleaning up. Volunteers are always welcomed. Information and tickets may be purchased from the Athletic Director or officers.

- **Lenten Fish Fries** – C.A.D.A. will pay all player fees for an athlete that works a consecutive 4-hour shift for a fish fry. This fish fry may not be in conjunction with working for service hours or a class fundraising fish fry. It is also expected that a dessert be brought to the same fish fry.

Expected Behavior and Positive Cheering – (taken from CYO Policies and Procedures Handbook)

All coaches, players, parents, spectators, and others involved with a team in the CYO program are expected to conduct themselves in a Christian manner, teaching and guiding youth with a sense of fair play, sportsmanship and acceptance of winning and losing in accordance with Christian ideals and the objectives of the CYO program.

Head coaches have the obligation to correct any assistant coaches, team members, parents and/or spectators from his/her team for misconduct, foul language, etc.

*Players will not be under the influence of or use any form of alcohol, chemicals, or tobacco products at a CYO athletic contest or practice session. Such items are not permitted anywhere on the premises of a CYO event. Violations of this rule will result in **immediate and permanent removal** from the team. You will be obligated to reimburse CADA all player fees. This will be handled as a **zero-tolerance** violation.*

Athletic Director

Expectations and Requirements

The Athletic Director will:

- maintain a current coaches lanyard through CYO.
- serve as the communication between coaches and the CYO office. Concerns with coaches, parents, or players should be directed to the Athletic Director.
- provide all sign-up paperwork to parents through mailings (online, if we choose).
- issue and collect uniforms for all seasons.
- file all paperwork on time with the CYO office.
- ensure all payments to the CYO office are on time.
- keep on file all coach and student paperwork.
- provide coaches with copies of medical forms.

Coaches

Expectations and Requirements

All head coaches and assistant coaches must be approved by the Athletic Director and Pastoral Leader.

Any head coach under the age of 18 must meet with and receive written approval from the Pastoral Leader and/or Athletic Director. The letter must be kept on file at the Parish Office and a copy forwarded to the Diocesan CYO office.

Coaches have a great responsibility as well as a great opportunity to guide and influence the youth of our parish. Coaches assume the role of teacher, mentor, as well as ministers to the athletes. The selection of coaches will reflect the mission and philosophy of the parish athletic program. All coaches must complete the training required by CYO and submit all necessary documentation required by CYO and St. Richard Parish before being permitted to coach.

Expectations Form/Protecting Youth

All **new** coaches and assistant coaches must complete an “**Expectations for those who Minister to Youth**” form, which can be found on the CYO website.

Background Check

All **new** coaches and assistant coaches are required to complete a background check through www.virtus.org and receive a favorable report. This process need only be done one time within the same parish.

CYO Certification/Re-Certification

To coach in the CYO program, **ALL** Athletic Directors and coaches, whether head or assistant coaches, must attend an Initial Certification class followed by a Re-Certification class every twelve months. If your certification status has lapsed (you have not attended a session in the last 12 months), you will need to attend the initial class again. The current certification class schedule can be found on the CYO website.

Concussion Certification

Every CYO coach is required to complete the National Federation of State High School Associations (NFHS) online Concussion Course in response to Ohio House Bill 143 which took effect in April 2013. You may do this by visiting <http://nfhslearn.com/?courseID=38000> and following the attached instructions. You must then provide CYO and your Athletic Director with a copy of your Certificate of Completion – you may do this electronically to CYO@toledodiocese.org. This Concussion Course will NOT be included in certification classes, so coaches must complete this 30 minute course on their own time. **This is to be completed every 3 years.**

Sudden Cardiac Arrest

Every CYO coach is required to view the approved (ODE/ODH/OHSAA) online Sudden Cardiac Arrest Awareness class (and take the post-test) in response to Ohio Senate Bill 252 which became effective August 1, 2017. You may access the Sudden Cardiac Arrest video and test questions by clicking on the link below

https://docs.google.com/forms/d/e/1FAIpQLSfnVIVvAQsKwvpvqqzWKZuVsbU1NiKhbukDh9N36LIQltdAm2A/viewform?usp=sf_link. This link will then send a notification to the CYO Office that you have completed the test.

This is to be completed every 12 months.

Upon completion of the CYO certification/recertification class, all coaches are issued a lanyard which is good for a 12-month period (Each year the lanyard is a different color). All coaches will wear their lanyard at all games, meets, etc. No coach will be permitted to coach without a current lanyard.

Fees Associated with becoming CYO Certified

C.A.D.A. will pay, or reimburse coaches, for all certification classes, re-certification classes, and the Virtus background check.

Outside Participation

*St. Richard teams are registered to participate in the Toledo CYO league only. ALL requests for participation outside of Toledo CYO, as a St. Richard team, **MUST** receive prior approval from CADA and/or the Pastoral Leader of the parish.*

Coaches' General Responsibilities - (Taken from CYO Policies and Procedures Handbook)

1. Coaches must understand they are a role model to the youth on their team.
2. Coaches are responsible to know and understand the rules for the sport they are coaching and to teach these rules to their players both in the letter and in the spirit. National Federation High School rule books may be purchased through the National Federation website (www.nfhs.com).
3. Coaches are responsible to conduct themselves in an orderly fashion and with proper bench decorum. Coaches must always set a good example for the players and spectators to follow.
4. Coaches must respect the integrity and judgment of game officials. Treating them with respect, even when not agreeing with their judgment, will serve to create a positive impression of both the coach and team.
5. Coaches should display modesty in victory and graciousness in defeat.
6. Coaches are responsible for the conduct of their assistants, players, parents, and spectators.
7. The greatest challenge of a youth coach is to develop the players on their team into better Christian people who will make their family and parish community proud
8. A coach must never underestimate the influence which they have on their players.

Non-Compliance

Any instance of non-compliance, failure to follow policy and guidelines set forth by CYO and St. Richard Parish, by a coach, shall be documented by C.A.D.A. with written notice given to the offending coach. C.A.D.A. has the authority to remove any coach. Once a final decision is made it must be shared with the coach in writing. The CYO Office must be forwarded any correspondence regarding the removal of a coach from his/her coaching duties to be kept on file. If a coach is removed from his/her coaching duties either by C.A.D.A., or the CYO office, they are required to turn their current coaching lanyard back to their parish Athletic Director or the CYO office.

Directions to Area Gyms

All Saints Rossford – 628 Lime City Road, Rossford 43460

Exit I-75 at Buck Road, turning right onto Buck. Turn right on to Lime City Road at stop sign. Cross railroad tracks, parish is on the left. Drive to the back and enter McAlear Center (gym).

Blessed Sacrament – 4255 Bellevue Road, Toledo 43613

When traveling north on Douglas, turn right onto Grantwood, then turn right onto Bellevue. Enter Middle School & Neighborhood Center (gym) through doors facing Close Park.

Cardinal Stritch (Kateri) School – 3225 Pickle Road, Oregon 43616

When traveling east on Navarre Ave (Rt 2), turn right on Wheeling Street. Turn left on Pickle. After a half mile, school will be on left. Enter through doors facing parking lot.

Central Catholic High School – 2550 Cherry Street, Toledo 43608

CCHS is located on Cherry Street (across from St. Vincent Medical Center). Enter gym through main school.

Christ the King – 4100 Harvest Lane, Toledo 43623

Located on Harvest Lane between Sylvania and Monroe Street. Gym is on Monroe Street side. Enter gym from corner glass doors.

Gesu – 2049 Parkside BLVD, Toledo 43607

Located on Parkside, just off of Bancroft. Enter parking lot from Parkside, follow around the back of the church to the left. Enter gym under “Loyola Hall” sign in the back of the lot.

Holy Trinity – 2649 U.S. Highway 20, Swanton 43558

Parish is located on the corner of US 20 (Central Ave.) and State Route 64. Enter gym through east end.

Lial – 5900 Davis Road, Whitehouse 43571

From Airport Highway, turn left on Eber Road, right on Obee, and then left on Davis. School is on the right.

Little Flower/St. Benedict – 5522 Dorr Street, Toledo 43615

Turn onto Olimphia Road from Dorr Street, just west of Reynolds Road.

Notre Dame Academy – 3535 Sylvania Avenue, Toledo 43623

Our Lady of Perpetual Help (OLPH) – 2255 Central Grove, Toledo 43614

Located at Sherwood and the Anthony Wayne Trail. Turn right into drive way and proceed to back parking lot. Enter gym through double glass doors.

Regina Coeli – 560 Regina Parkway, Toledo 43612

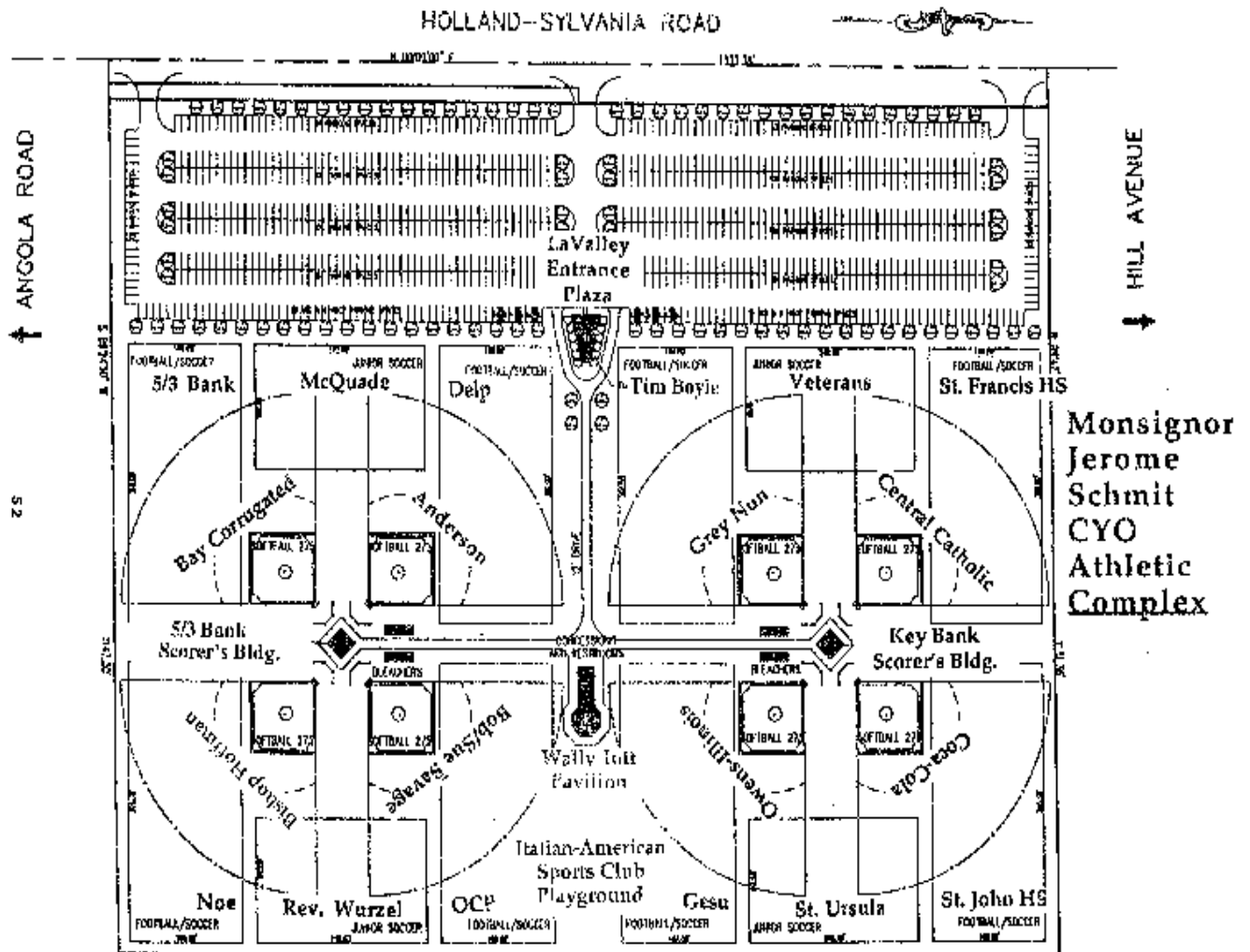
Turn on Regina Pkwy from Bennett Road (North of Sylvania). Pass church and turn right into gym lot.

Rosary Cathedral – 2535 Collingwood Blvd, Toledo 43610

Park in new lot by school on Collingwood. Entrance to gym is off new parking lot.

St. Francis de Sales School – 2323 West Bancroft, Toledo 43607

On Bancroft, west of Parkside. Enter school through West Lobby – glass doors



Football and Soccer Field Locations

Msgr Jerome Schmit CYO Athletic Complex: 555 S. Holland-Sylvania Rd.

Admissions Fees: Set by the CYO office

Admission fees are collected at all gyms and the CYO complex. All monies are collected by the CYO office and used for operational costs.

Students: \$0.50

Adults: \$1.00

Family : \$2.00

**CYO provides a stamp, placed on the hand, for re-entry and attending more than one facility in one day.

St. Richard Parish Athletic Handbook Acknowledgment

By signing below, I acknowledge that I have read this handbook and/or any summary of changes and agree to follow and uphold the athletic philosophy and mission of the St. Richard Parish Athletic Program and the Catholic Youth Organization (CYO) of the Diocese of Toledo.

***One page per athlete, per year. Additional copies may be made.**

Athlete_____Date_____

Parent/Guardian_____Date_____

Coach_____Date_____