



Our Lady of Guadalupe Buckingham PA

OLG Coach's Handbook - 2016

Thanks for being part of Our Lady of Guadalupe CYO coaching ranks and for volunteering to coach the youth of our parish. The following is intended to be a guide for the coaches as you take on your responsibilities. Don't try to do everything yourself, involve others to help by having a team parent, scorers, cleanup people, etc.

PRAYER

- Our Lady of Guadalupe is a Catholic youth organization. Each practice should end with a prayer it's one of the good things that separate us from the local sports organization. All games will start with a prayer at the beginning of the game with both teams participating.

TEAM SELECTION

- Only Our Lady of Guadalupe registered parishioners are eligible to participate on our teams. They must either attend a catholic grade school or be enrolled in the parish 'PREP' program. Players are not allowed to play for both CYO and their school team. Once a player tries out for their school team and makes the team, they become declared ineligible and need to be removed from your roster and you need to notify the respective athletic director.

SPORTS FEES COLLECTED AT THE START OF THE SEASON:

- Sports fees for a particular sport vary from sport to sport depending upon a variety of factors. The registration fee will be set prior to the start of the registration campaign for the upcoming season. All fees collected by coach's will then be forwarded to the Athletic director for processing.
- Coaches are responsible for collecting the individual sports participation fee from each team member before uniforms are distributed.
- OLG makes every effort to insure that every child that wants to play will play regardless of their ability to pay. This is done on a case by case basis.

EXPENSES

- All team-related expenses must be pre-approved by the Athletic Director.
- All uniform expenses must be pre-approved by the Athletic Director.
- The CYO provides uniforms for all individuals on the team. If there are any other purchases made to enhance the team's appearance (i.e., team shoes, shooting shirts, etc.) which the players will keep, these costs must be borne by either the coaches or the players. These additional costs could also be assessed at the start of the season, by increasing the team sports fee.

EQUIPMENT

- Must be maintained during the season and off-season in proper conditions.



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- Poor uniform & equipment conditions should be reported to the Athletic Director immediately but not later than the end of the season so that replacements can be ordered.
- The cost of replacement for equipment that is lost or abused is the responsibility of the player.
- Uniforms are to be distributed and collected by coaches. Please schedule specific times for distribution and collection of

SERVICE PROJECTS

- Coaches' are responsible in seeing that each team performs a community service project, preferably as a team.

CLEANUP OF FIELDS AND GYM FACILITIES (Regardless of location)

- It is the responsibility of the coaches to ensure that after their game the fields and courts are properly cleaned up.
- Any damage during the game should be reported immediately to the respective Athletic Director.
- Any damage, seen before a game should be noted and also reported to the respective Athletic Director.
- Please make sure that the gym, bathrooms, kitchen, athletic field, or any other part of the school is left in good order after use.

INJURIES INCURRED DURING PRACTICE OR GAMES

- All coaches should carry a first-aid kit with them at all times (practices and games). For practices or games not in a location where ice is readily available, the coach should have ice packs available in the event of injury to a player.
- All injuries should be immediately reported to the athletic director.
- Since parents are not always in attendance, they must be told directly about any injury to their child. Don't assume that a message left on a voice mail or with a brother or sister will get through to the parents each time. Try to obtain a cell phone number from each parent prior to the start of the season.
- For all injuries, please take the initiative to monitor the players condition and call later to see how the injured player is doing.

PAPERWORK/MEETINGS AND MISCELLANEOUS

- Discuss monthly coaches meetings?
- Coaches are responsible for attending the pre-season coaches meeting at the time and place designated by the athletic director, league commissioner and sport coordinator.
- Coaches must fill out the player roster form and have it signed by the Parish Priest Moderator, Athletic Director and have the parish seal affixed. The completed roster needs to be turned into the league commissioner by the deadline for the respective sport.



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- Coaches are responsible for collecting the individual sport fee, the signed Student Participation Agreement and the Student Registration Form from each team member before the uniforms are distributed. The Student Registration Form must be with the coach at all practices/games as it gives authorization for emergency medical treatment.
- Coaches are responsible for completing the Coaches Responsibility Agreement and the Region 20 Coaches Affidavit forms. The Coaches Responsibility Agreement should be given to the Athletic Director and the Coaches Affidavit should accompany the roster and be given to the league commissioner.
 - The OLG CYO website has all forms and additional information.
 - <http://www.leaguelineup.com/welcome.asp?url=olgsports&sid=317418882>
- This document and all paperwork mentioned above should be with the coach during all practices and games.

WEB SITE

- OLG now has a sports web site where information about all CYO sports can be obtained. The web site address is –
<http://www.leaguelineup.com/welcome.asp?url=olgsports&sid=317418882>
- Each coach will be given admin rights to their particular sport and have the ability to maintain scores. Stats, directions and just about any other information that a team could need. Coach's forms as well as on-line registration is also available on the web site. Parents and team members should be encouraged to use the site whenever possible.