



## ***(New-Coaches) Checklist***

This check list was created to support our new coaches and to help them prepare for the upcoming season.

### **Coaches Registration**

The first step would be the register yourself as a coach through the assigned CYO site. An email will be sent out to all returning coaches from a member of the St. Agnes CYO B.O.D. (Board of Directors), inviting them to register. For all new coaches, we will send this link to all coaches that elected to volunteer during the player registration process. This step must be completed prior to the start of player evaluations.

### **Coaches Pre-Screening**

All coaches must be fingerprinted through Diocese prior to the any basketball activities begin including player evaluations. Fingerprinting is only required to be completed once as your records will remain on file with the Diocese. A flyer that details the times and dates to complete your fingerprinting will be added to the St. Agnes CYO Website once it is made available to the B.O.D. All coaches must complete a Safe Environment Training course through the Diocese recommended site. Certification for this course must be completed before your first year of coaching and repeated every 3<sup>rd</sup> year. Visit the St. Agnes CYO website to the access the link to *Virtus Online* page.

### **Coaches Workshop**

Coaches Certification Workshops will be held prior to the beginning of each sport season. Coaches who attend a Coaches Certification Workshop, and meet other program requirements, will be certified to coach for that school year. Attendance at a Workshop during that school year and prior to that sport season is mandatory for all coaches and assistant coaches. Coaches must attend the entire workshop to be certified. (Without certified coaches, a school/parish cannot field teams for that sport.) Once the dates and locations of the annual workshops are released, a flyer will be added to the St. Agnes CYO Website.

**Rosters and Team Communication**

At the completion of player evaluations, which take place in the month of September, all registered coaches that have completed each of the steps above (not the workshops in some cases) will receive their assigned player rosters. Once received, it is important that you send out an initial communication via email; welcoming the player and parents to your team. Within the email we would suggest including information about you and your coaching staff (where applicable), your contact information and your preferred format of communication (email, text, phone, etc.). It is also recommended that you share details around any information that you might have around the practice schedule.

**Birth Certificate Submission, Coaches & Uniform Fee's** Prior to the start of each season, Head coaches are required to submit the following items on Uniform & Equipment Distribution day.

Uniform Distribution Day

- \$50 Deposit fee from each player on your team in order to receive uniform. *(All checks are to be made out to St Agnes CYO and postdated March 1, 2022)*

Equipment Distribution Day

- Copies of birth certificates from all 1<sup>st</sup> year players on your team in order to receive *(Referee check, First Aid kit, Game Ball and Ball Bag)*
- \$75 Deposit fee from all coaches on your team *(All checks are to be made out to St Agnes CYO and postdated March 1, 2022)*

**Coach(s)/Parent Meeting** It is strongly recommended that each coach, prior to the practicing with your team, schedules and conducts a meeting with your parents. This is an important step as you will be able to communicate your vision and goals for the season and assign specific jobs to the parents that may be interested in volunteering their time.

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***Below is a sample agenda for your parent meeting that you could use.***

Welcome to St Agnes CYO Basketball

- This would be a good time to introduce yourself and your coaching staff with some detail around your coaching experience.

Spend some time on your vision and goals for the season. Example: "Our goal this season is to teach our players the true fundamentals of basketball while at the same time, having fun." Perhaps you could touch on the values of the CYO program as a whole.

We recommend that you invite your Grade Coordinator to these meetings to help deliver this message and to support the conversation.

Communicate your expectations as a coach. Some examples are:

- To make sure that the players show up on time for practice
- To communicate when a player might miss a practice or game
- To communicate any concerns that they might have away from practice or after games

Ask for volunteers to help throughout the season. We as coaches have a lot on our plate, and it is always good to ask for support during this meeting. Positions that we typically ask parents to fill are:

- **Team Parent Position**: *Responsibilities may include:* Uniform pick-up and distribution, coordination of the snack schedule and planning of the team party. We have found that having (2) parents work together to complete these tasks works well.
- **Scoreboard Volunteer** helps manage the clock during home games. We typically have 5-6 home games each season and identifying volunteers before the season starts is always recommended.