

# **SAMPLE CYO ATHLETICS**

## **PROCESS and TIMELINE**



**TIME** →



Begin Individual Sport Registration

SOCCER—MAY/JUNE

CROSS COUNTRY—JUNE

BASKETBALL—SEPTEMBER

VOLLEYBALL—DECEMBER

BASEBALL—JANUARY

TRACK & FIELD—MARCH

Individual registration is determined by CYO manual due date of team registration. Start individual registration at least 4 weeks prior to team registration if not more (I.e. in the spring for fall sports as above).

Review CYO Athletics calendar with that of parish/school with appropriate staff to identify conflicts and communicate to CYO.

The sport coordinator needs to be involved at least 6 weeks prior to registration:

- When using external facilities, contact these schedulers well in advance to secure facilities, especially on first time usage.
- Track dates required for submitting permits and certificate of insurance to facility providers.
- Address all aspects of practices and game fields, including ordering chalk and any equipment required to maintain the fields/gyms for use.
- When using internal facilities, reserve from scheduler. Gym use: Mid-Oct through end of volleyball playoffs. Reserve for player evaluations. Make sure to reserve game days. These are set in the CYO manual.

**CHECK EQUIPMENT, ORGANIZE UNIFORMS, GET COACHES, GET EVALUATORS**  
SETUP/RUN EVALUATIONS AFTER PLAYER REGISTRATION IS CLOSED & PRIOR TO PARISH/SCHOOL COACHES MEETING

At least 2 weeks before individual registration begins

> setup online registration, dates for open registration, sport fees, important stuff

> Get write-ups and inserts to the parish and school bulletins with links to the online forms. Due dates vary by parish and school.

> If required, set player evaluation dates and times.

> Write up email to go out to the specific grades for that sport, links to registration must be in it. Send through email distribution of parish and school staff. Target audience.

<b>PLAYER REGISTRATION PERIOD</b>				
<b>-4 weeks from team registration</b>	<b>-3 weeks from team registration</b>	<b>-2 weeks from team registration</b>	<b>-1 weeks from team registration</b>	<b>Team registration</b>
<ul style="list-style-type: none"> <li>• Schedule inserts and announcements for the school bulletin/family folders to go out on weekly basis through registration.</li> <li>• Schedule parish bulletin announcements and inserts to begin on weekly basis through registration.</li> <li>• Begin announcements at all parish and school masses</li> <li>• Hang registration banners in parish/school</li> <li>• Make sure parish/school/athletics website has link to new registrations and site reflects the current season.</li> </ul>	<ul style="list-style-type: none"> <li>• On Monday, send email to target audience via school/parish staff</li> <li>• Parish and school bulletin information updated and submitted</li> <li>• Work coach/player recruitment.</li> <li>• Send confirmation notices to those who have signed up</li> </ul>	<ul style="list-style-type: none"> <li>• On Monday, send email to target audience via school/parish staff</li> <li>• Parish and school bulletin information submitted—registration is closing</li> <li>• Work coaching / player recruitment</li> <li>• Send confirmation notices to those who have signed up</li> <li>• Contact coaches and let them know to recruit if short of players</li> </ul>	<ul style="list-style-type: none"> <li>• Send confirmation notices to those who have signed up</li> <li>• Determine teams and shortages. Address shortages. Get coaches involved to recruit if necessary. Get registered players involved if coaches needed.</li> </ul>	<ul style="list-style-type: none"> <li>• File team registration paperwork to CYO. Inform treasurer of payment.</li> <li>• Evaluations—basketball and volleyball take place prior to coaches meeting</li> <li>• Distribute uniforms to players evaluated</li> </ul>

**'LATE' PLAYER REGISTRATION PERIOD**

<b>Parish/school coaches Meeting</b>	<b>-2 weeks from start off games</b>	<b>-2/-1 week from start of games</b>	<b>Games Start</b>	<b>+1 Week</b>
<ul style="list-style-type: none"> <li>• Talk about philosophy of CYO Athletics</li> <li>• Finalize practice schedules</li> <li>• Distribute Equipment</li> <li>• Prayer before game, pre-event statement hand out copies, talk about implementation</li> <li>• Inform coaches of mandatory requirements—PLACT, safe environment, background checks, CYO coaches meeting, Medical release form</li> <li>• Gym/Field Schedules—Setup/takedown responsibilities.</li> <li>• Put in place how to handle extra practices, holidays</li> <li>• Coaches must contact all players/parents within 48 hrs.</li> <li>• Team pictures</li> <li>• Hand out team rosters and emergency contact info</li> <li>• How to handle problems— the order coaches first, coordinator second, AD third, then CYO Athletics.</li> </ul>	<ul style="list-style-type: none"> <li>• Official Practices begin</li> <li>• Finish handing out uniforms and equipment if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Coaches or a team representative attend the coaches meeting</li> <li>• Generate setup/ takedown schedule for gym</li> <li>• Finalize Rosters</li> </ul>		<p>Send Rosters to CYO</p>