



ARCHDIOCESE OF LOS ANGELES COACHES CERTIFICATION PROGRAM

for Parish Elementary Schools
EFFECTIVE AS OF AUGUST 2009

Prior to coaching a practice or a game at a parish elementary school in the Archdiocese of Los Angeles, all coaches must have a CYO Certification Card. You may not coach without completing the items below.

The following are required to obtain a CYO Certification Card:

1. A signed *Archdiocese of Los Angeles Coach's Code of Conduct Form* (available below).
2. A *Verification Form* (available below) signed by the school principal, which indicates that the coach has completed VIRTUS training and that the coach has been fingerprinted and the criminal record summary has been received.
3. A \$25 processing fee payable to the CYO.
4. Completion of a *Play Like A Champion Today Coaches Training Workshop*.

Completion of 1 through 3 will allow the coach to receive a temporary Certification Card. Coaches with temporary Certification Cards are allowed to coach at a practice and/or game. However, the temporary Certification Card is valid for only 4 weeks. In order to receive a final Coaches Certification Card, attendance at a *Play Like A Champion Today Coaches Training Workshop* is required. If you fail to attend the coaches workshop within the 4 week period, you are not allowed to continue coaching. You may resume coaching upon attendance at the coaches training workshop. However, if a coach attends a workshop after the 4 week period, he/she will need to re-submit another \$25 processing fee.

A final Certification Card will be issued upon completion of the *Play Like A Champion Today* class which will be valid for two years from the date of the class.

Note: Completion of the VIRTUS program is required for all coaches by all schools but is not administered in any way by CYO. If you have any questions concerning the VIRTUS program, please contact your school.

RENEWAL INFORMATION

If you have taken the PLC class and your card has expired, you must complete the online renewal course. Instructions on how to register for the online renewal are below. Please note that although no fee is required to take the renewal course, you must still pay a \$25 renewal fee to CYO in order to receive your card.

To sign up for the course complete the following steps:

- Go to the registration page.
- Find and click the “click here to register” link in the red paragraph at the bottom of the page
- Complete the necessary information and press “submit.”
- You will be brought to the main listing of STEP courses.
- Find the “*Play Like A Champion*” link in the left hand column.
- Choose the course section dates that you would like to participate in for the course, then press “submit.”
- Enter the coupon code: **LACYO**.
- Note” you do not have to pay the \$25 registration fee.
- When your course section is in session, sign in and complete the course.
- It should take an estimated two hours to complete.

Remember: you will not receive a new card unless you pay the \$25 renewal fee to CYO.

FORMS AND SCHEDULES FOR COACHES CERTIFICATION PROGRAM

Fingerprint Verification Form

Coaches Code of Conduct Form



Principal Verification Form

Coach's Name: _____

Phone: _____

Email: _____

School: _____ City: _____

Date of Birth: _____ Member of CYO Since: _____

Principal's Name (Print) _____

I, _____, verify that the above applicant has:

(Principal's signature)

1. **Been fingerprinted**
2. **Completed VIRTUS training**
3. **A criminal record summary and current TB test are on file at the school**
4. **Has reviewed Child Abuse Reporting Procedures**

CYO OFFICE USE ONLY

| | |
|------------------------------------|--|
| Form of Payment: | |
| Date of Payment: | |
| Temporary Card Issued: | |
| Temporary Card Expires: | |
| Training Class Attended: | |
| Certification Card Issued: | |
| Certification Card Expires: | |

CATHOLIC YOUTH ORGANIZATION and the DEPARTMENT of CATHOLIC SCHOOLS

CYO Coaches Training Program

In conjunction with the Department of Catholic Schools, the Catholic Youth Organization (CYO) will be instituting a mandatory training program for **ALL** coaches. This program began in the fall 2005 and is for all coaches employed or volunteering in the Archdiocese of Los Angeles. This program is designed to insure the safety of the children and coaches in the Archdiocese of Los Angeles.

CYO Code of Conduct

As A CYO Coach I will:

- A) Perform my work in a manner consistent with the mission of the CYO.
- B) Safeguard children or youth entrusted to my care at all times.
- C) Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- D) Take care in my speaking, writing and actions to be professional, supportive and caring.
- E) Avoid situations where I am alone with a child or youth.
- F) Use positive reinforcement rather than criticism or comparison when working with children or youth.
- G) Cooperate fully in any investigation of abuse of children or youth.
- H) Be aware that young people can easily become infatuated with a caring adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it and find ways to give the young person appropriate support and maintain appropriate boundaries.
- I) Maintain appropriate physical and emotional boundaries from the children and youth.

As A Coach I will not:

- A) Endorse any view contrary to the teachings of the Catholic Church during my ministry.
- B) Commit an illegal or immoral act.
- C) Smoke or use tobacco products.
- D) Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- E) Verbally threaten or physically abuse anyone.
- F) Touch a child or youth in a sexual or inappropriate manner.
- G) Sexually harass, request sexual favors or make sexually explicit statements.
- H) Place myself in a situation where my interaction with a child or youth cannot be witnessed.

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that I am subject to a thorough background check including personal criminal history and will be fingerprinted. I agree to notify my Principal immediately, no later than 5 days, if I have been charged with, convicted of, granted deferred adjudication or plead no contest to any felony or any misdemeanor (other than minor traffic infractions). I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in removal from my association with my school and the CYO.

Signature: _____ Date: _____

Print Name: _____ Position: _____