



St. Bruno Catholic School

15700 Citrustree Road

(562) 943-8812

Whittier, California 90603-2499

*Working in partnership with families for the **total development** of our children
so that they may grow in wisdom, age, and grace
in the sight of God and the community.*

COACHING AGREEMENT

I, _____, in volunteering to serve as Head Coach /Assistant Coach
(Print Your Name) (Please Circle One)

for the Boys' "A" / Girls' "A" / Boys' "B" / Girls' "B" _____ Team,
(Please Circle One) (Name of Sport)

am aware of and will adhere to the following standards for coaching:

- ❖ There will be no more than one head coach and one assistant coach per team, as appointed by the athletic director.
- ❖ Each coach will be fingerprinted, attend required training, and meet any other requirements for the position as set by the athletic director. (Fingerprint and coaching card costs will be reimbursed by the school for one head and one assistant coach only.)
- ❖ All practices and games will begin and end with a prayer.
- ❖ Practices and games on campus will be limited to Mondays, Tuesdays, Wednesdays, and Fridays, and must be scheduled with the athletic director, who will reserve the proper field, are, etc. Practices should begin no later than 3:30pm. **Wednesday practices on the asphalt area must end by 4:30pm.**
- ❖ Thursday practices will be limited to field sports (football, softball, cross country) only, and must take place only on the east end of the field, so as not to disturb the Religious Education classes. **There will be no Thursday practices on the asphalt.**
- ❖ During restricted practice times (Wednesdays and Thursdays) coaches must ascertain that practice-related parking is limited to the north side of the parking lot. **Convenient spaces must be available to Bingo guests on Wednesdays.)**
- ❖ Coaches are responsible to see that no trash, etc., is left behind at the end of each practice or game, and that all equipment is replaced and lights are turned off (if utilized) before leaving the campus.
- ❖ Practices held off-campus must be pre-approved by the athletic director, and should end prior to 8:00pm per CYO regulations. **It is the responsibility of the coach to procure alternative practice sites if the school premises are not available.**
- ❖ The head coach or the assistant coach must be present at the beginning of each practice, and take full responsibility for each team member until he or she has been picked up at the end of the practice.
- ❖ Each team may play in on tournament per season, with permission from the principal, if funds are available.
- ❖ The coach will have a stocked First Aid Kit available and on site at each practice and game.
- ❖ No student will be allowed to practice or play, and no uniform will be provided, until after a permission slip, agreement, and the athletic fee of \$60 per sport has been received and documented by the coach and/or the athletic director.
- ❖ A complete team roster will be presented to the athletic director prior to the playing of the first game.

- ❖ Coaches will follow the eligibility guidelines as outline in the Parent-Student Handbook, and understand that there will be no negotiating on that topic.
- ❖ If a coach must cancel a practice, it is his or her responsibility to contact the parents of each team member.
- ❖ No coach (or team parent under the direction of a coach) may ask for money from any team member for anything other than the \$60. Athletic fee
- ❖ All correspondence written by coaches to team members and/or parents must be approved by the principal prior to distribution.
- ❖ It is the coach's responsibility to oversee the behavior of the parents, and ascertain that they behave appropriately at all practices and games. If parents engage in arguing, fighting, etc., with team members or parents from St. Bruno, with team members or parent from opposing teams, or with referees, the coach needs to take immediate action. Parents who are causing a problem need to be asked to leave the premises immediately. The athletic director should be notified of such actions as soon as possible.
- ❖ The behavior of players, parents, or coaches should never represent St. Bruno Catholic School in a negative way.
- ❖ It is the coach's responsibility to see that students behave in a manner commensurate with the ideals of a Catholic school. Bad language will not be permitted, and mean behavior towards another team member (or anyone else) will cause the perpetrator to lose playing privileges for a period of time.
- ❖ If the coach is unable to control the behavior of the team and/or the parents, it will be up to the athletic director to decide on the appropriate action to be taken, up to and including canceling practices and games, and ending the season early.
- ❖ It is the responsibility of the coach to know, understand, and abide by all CYO rules and regulations.
- ❖ Coaches who fail to support school policies will be asked to step down.
- ❖ Coaches are selected on an as-needed basis, and for one season at a time. Coaching a sport or level of a sport for one season does not guarantee the same position in the future. Decisions regarding coaching staff are at the discretion of the athletic director under the guidance of the principal and pastor.

Coach's Signature: _____ Date: _____

Printed Name: _____

Athletic Director's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Code of Conduct for Coaches, Student Athletes, and Athletes' Parents

Among the many objectives of the St. Bruno School Athletic program are the instilling of Catholic ideals, including good sportsmanship, honesty, loyalty, and personal responsibility. These objectives will be reached by providing supervised athletic competition and activities in a positive, supportive environment.

The **coaches** shall conduct themselves with the players' welfare in mind at all times. Refs/umpires and opposing team members must always be treated with courtesy and respect. No verbal or physical abuse shall be directed toward any person, either on or off the field of play. All coaches are expected to be courteous and civil and to always display the best example of good sportsmanship while on or off the field. Foul, abusive, and disruptive language or any other disruptive actions directed toward a player, ref/umpire, spectator, or another coach will not be tolerated.

The attainment of exceptional athletic skill or the winning of sports competitions is secondary to building strength of character and a positive self-image in our athletes, so that they may become outstanding adult citizens in the communities in which they live, and serve as good, Catholic role models to others.

Players are expected to conduct themselves in a respectful and positive manner to their coaches, teammates, refs/umpires, and fellow players. No verbal or physical abuse shall be directed toward any person, either on or off the field of play. Players are representatives of their team, their school, their parish, and CYO, and should strive to exhibit good sportsmanship at all times. A player who argues, uses abusive language, intentionally throws equipment, or plays with excessive physical force will be ejected from the game, and will be benched for the next game. Players who consistently do not work cooperatively with teammates both on and off the field may be subject to removal from the team.

All playing facilities must be used in a responsible manner, with care given to keep restrooms, dugouts, and playing fields clean. Sports equipment will be used properly and never intentionally defaced or destroyed.

Parents are welcome to watch any and all games and/or practices. Foul, abusive and disruptive language or any other disruptive actions directed toward any player, ref/umpire, coach, or other spectators will not be tolerated, and will result in the removal of that parent's child from the team.

If an athlete is removed from the team for any of the above reasons, or is deemed ineligible to play as a result of poor grades at Progress Report or Report Card, the athletic fee will not be refunded.

Uniforms will not be distributed until all fees and paperwork have been submitted, and must be returned to the Athletic Director within one week of the final game of the season.

I have read and agree to abide by this code of conduct.

Signature of Coach/ Student Athlete

Parental Signature(s) of Student Athlete



**ACKNOWLEDGMENT OF RECEIPT
OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS
(Revised 8/2007)**

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of the guidelines: **“All adults working or volunteering with minors are also accountable to follow all policies contained in any other ‘Handbooks’ that the parish/school may use’ (i.e.; Catholic Schools Handbook, Parent/Student Handbook, Parish ministry handbook, etc.).** All adults acting in a staff, faculty, ministerial or other paid or volunteer* position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

Name (please print legibly): _____

Signature: _____

Date: _____

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.



Principal Verification Form

Coach's Name: _____

Phone: _____

Email: _____

School: St. Bruno Catholic School Whittier, California 90603

Date of Birth: _____ Member of CYO since: _____

Principal's Name: Angela Ippolito

I, _____, verify that the above applicant has:

- 1. Been Fingerprinted
- 2. Completed VIRTUS training
- 3. A criminal record summary and current TB test are on file at 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:	

PLC Coaches Cards

The LA Archdiocese requires all coaches in the CYO to take the Play Like a Champion Coaches workshop. Graduates of the class will be given a CYO/PLC Coaches Card verifying they are compliant. Coaches must have their card with them for all games. Failure to have a card will result in the team forfeiting the game. Lost cards must be reported to the CYO office prior to your next contest. For info, contact Lillian Puentes; (213) 251-3454 or lpuentes@ccharities.org.



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](#)



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 that 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 technique 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 any time while at work of 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: _____

Please Print Name: _____ Position: _____

REQUEST FOR LIVE SCAN SERVICE
Applicant Submission

ORI: A3950 Type of Application: Check one: Employment License, Certification, Permit Volunteer
Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency

St. Bruno Parish School
Agency authorized to receive criminal history information

01242
Mail Code (five digit code assigned by DOJ)

15700 Citrustree Road
Street No / Street or PO Box

Angela Ippolito
Contact Name (Mandatory for all school submissions)

Whittier, California, 90603
City, State Zip Code

562-943-8812
Contact Telephone No.

Name of Applicant: _____
Last First MI

AKA'S _____ CDL No. _____

DOB: _____ SEX: Male Female Misc. No BIL - _____
Agency Billing Number if applicable

HT: _____ WT: _____ Misc. No _____

EYE COLOR _____ HAIR COLOR _____ Home Address: (Applies only if Youth Org/HRA or Public Utility submission)

POB: _____
Street or PO Box

SOC: _____
City, State and Zip Code

Your Number: 08980
OCA No. (Agency Identifying No.)

Level of Service DOJ FBI

If resubmission, list Original TI No. _____

Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)

Employer Name: _____

Street No. _____ Street or PO Box _____

Mail Code (five digit code assigned by DOJ) _____

City _____ State _____ Zip _____

Agency Telephone No. (Optional) _____

Live Scan Transaction Completed By: _____ Date: _____
Name of Operator

Transmitting Agency _____

ATI No. _____

Amount Collected/Billed _____

