

**NOTE: COMPLETE ALL LINES MARKED BY: XX**

## Football Volunteer ASSISTANT Coach Assignment Agreement 2009

XX This **Volunteer Agreement**, entered into this \_\_\_\_ day of \_\_\_\_\_ (month/year), between the

XX **Catholic Youth Organization Club** \_\_\_\_\_ herein called "CYO Club"  
Print CYO Region Club Name

XX and \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_  
Print Your Name

XX Address \_\_\_\_\_  
City State Zip

XX Phone(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

XX Email \_\_\_\_\_ Region(Coaching) \_\_\_\_\_ League(Coaching) \_\_\_\_\_

a person who is a volunteer coach and hereinafter called Assistant Coach:

**Whereas**, the CYO Club is desirous of obtaining the volunteer services of the Assistant Coach in the CYO Club for the term and under the conditions herein specified, and candidate/coach has read the requirements for a CYO coach as specified in the *CYO Sports Manual* and has completed an application to coach is willing to give such service. Now, therefore, parties to this **Volunteer Agreement** do mutually agree as follows:

- I. **Assignment:** The CYO Club does hereby accept candidate as a member of its coaching staff, to coach the sport of **Football** for a term specified in **Article IV** hereof and under the other conditions expressed herein. The CYO Club may establish such regulations for its operation, as it might deem appropriate, provided however, such regulations shall be consistent with the general policies of CYO and are attached to this *Agreement* as an addendum.
- II. **Duties Of Assistant Coach:** The Assistant Coach shall give his / her best services and exhibit conduct in coaching and personal life that is consistent with the aims of the CYO Club. The Assistant Coach shall be under the direction of the Head Coach and is responsible for full implementation of the CYO Club's policies and philosophy and shall abide by:
  - A. **CYO Sports Manual:** The Assistant Coach shall adhere to all the requirements of the current manual.
  - B. **CYO eligibility requirements:** The Assistant Coach shall assist the Club Athletic Director in fulfilling CYO eligibility requirements and direct all eligibility exceptions through the Club Athletic Director.
  - C. **Annual Permission And Participation Agreements:** The Assistant Coach shall assist the Head Coach to obtain the releases required on the *Annual Permission And Participation Agreement* and submit to the Club Athletic Director prior to the first practice.
  - D. **Emergency Information and Medical Treatment Consent form** for each participant shall be on the Head Coach and / or Assistant Coach's possession at all practices and games.
  - E. **Medical or travel restrictions:** The Assistant Coach shall be aware of restrictions of the participants.
  - F. **Equipment and uniforms:** The Assistant Coach shall assist the Head Coach for the return of all Club equipment and uniforms issued to the participants under his direction.
  - G. **CYO Athletic Code of Conduct:** The Assistant Coach shall monitor each participant and or parent behaviors and implement corrective action under the direction of the Club Athletic Director when violations occur.
  - H. **Responsibility to teach:** The Assistant Coach shall teach fundamentals and protective skills for the particular sport.
  - I. **Responsibility to supervise:**
    1. Coaches must be physically present during all activity related to practice and competition whether coaching opposite or same gender teams. Coaches of teams must specify locker room and / team room's expectations and remain in the general area until all athletes have departed.
    2. Only allow head, assistant or intern coaches as identified on the *Official Team Roster* to assist at practices or with the team during athletic contests.
    3. Inspect practice and game facilities, equipment and uniforms prior to activity for safety concerns.
    4. Deter unsafe or illegal execution of skills and within the rules of the sport.
    5. Match and equate athletes by maturity and development.
    6. Maintain adequate and accurate practice and contest records.
    7. Have practices planned in advance.
    8. Warn athletes and parents of the risks of the sport.
  - J. **Injury:** Administer first aid / safety procedures immediately, get witnesses when appropriate and report the injury to the CYO Club Athletic Director in writing within 48 hours of the incident. Do not allow the injured athlete to return to practice or competition without medical and or parent or guardian written approval.
  - K. **Communication with CYO:** The Assistant Coach shall direct all communication to CYO through the Head Coach to the Club Athletic Director. This includes all protests and disputes.
  - L. **Mandatory Meetings, Certifications:** The Head Coach shall attend all required CYO meetings or have the Assistant Coach (as identified on the *Official Team Roster*) attend. The Assistant Coach shall complete certifications required by CYO; Read over and sign the Coaches Agreement and Coaches Application, ASEP (American Sports Education Program) and Called to Protect.

**M. CYO Equal Opportunity / Anti-Harassment / Code of Conduct Policy:**

**Equal Opportunity:** The Volunteer shall abide by the policy stated; One of the CYO core objectives is to maintain an environment in which each individual can achieve his or her full potential without discrimination or harassment based on race, gender, national origin, age, religion, sexual orientation, marital status, disability, veteran's status, or any other status or characteristic protected by state or federal laws. Our practices and policies are intended to impress upon each individual the seriousness of this commitment and to strongly encourage CYO employees, coaches, athletic directors, volunteers, youth participants, and any other individuals employed by or involved in CYO sponsored programs to promptly report any conduct that they perceive to be discriminatory or harassing in nature.

**Sexual Harassment:** Like other forms of unlawful harassment, sexual harassment is a violation of state and federal law and is strictly prohibited. While sexual harassment is sometimes difficult to define, in general, individuals should be aware that during the time they are representing CYO, sexual conduct or conversation is inappropriate. In addition, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that may be offensive or intimidating to others are strictly forbidden. Sexually harassing conduct may be in the form of physical or verbal conduct, including inappropriate touching or gestures, or comments of a threatening, intimidating, demeaning or belittling nature (even if intended as sarcasm or a joke).

Conduct meets the legal definition of sexual harassment where:

1. Submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a program;
2. Submission to or rejection of sexual conduct influences employment or other decisions affecting the individual: or sexual conduct or language interferes with an individual's performance (work or otherwise) or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur in a variety of circumstances. Here are some things to remember:

1. A male as well as a female may be the victim of sexual harassment, and a female as well as a male may be the harasser;
2. The victim does not have to be of the opposite sex from the harasser;
3. The victim and the harasser may be peers or may be at different levels or have different roles in the organization;
4. The victim does not necessarily have to be the person at whom the unwelcome sexual conduct is directed.
5. The victim may be someone who is affected by the harassing conduct, even when it is directed toward another person, if the conduct creates an intimidating, hostile, or offensive working environment for the co-workers or interferes with the co-worker's performance; It may be repeated actions or just a single incident if it is serious.

Individuals should be aware that no athletic director, employee, officer, coach, volunteer or participant of any CYO program, no matter what position he or she holds, has the authority to engage in sexually harassing conduct or to condition any term or condition of employment or program participation on submission to any sexual conduct.

**What to do if you feel that Discrimination or Harassment Has Occurred:** If you believe that you or any other individual has been subjected to discrimination, including sexual or other forms of harassment, you should immediately notify the Executive Board President or the Executive Director. CYO takes such complaints extremely seriously and investigates promptly so that appropriate corrective action can be taken to eliminate any unacceptable conduct.

It is critically important to the success of our programs that all individuals feel free to come forward with any complaints or concerns regarding inappropriate conduct. Retaliation against anyone who, in good faith, makes a complaint or provides information concerning a complaint is forbidden in the strongest possible terms. If you believe that your complaint or concern has not been handled properly, or that you have been subjected to retaliation for making a complaint, you should notify the Executive Board President. Should you have any questions about this policy, please address them to the Executive Board President.

**Code Of Conduct:** It is critical for all of us to remember that our organization exists to provide opportunities for youth to participate in activities under conditions that are safe and enjoyable, and to promote Catholic/Christian values. Any conduct that interferes with the ability of a CYO employee, coach, athletic director, volunteer, or youth participant to facilitate or participate in these opportunities, including harassing or other discriminatory conduct is detrimental to every one of us and to the organization as a whole. Consequently, CYO's policy requires more than just obeying the law. It requires that individuals at all levels of our organization conduct themselves with respect for the dignity of others in their role with CYO. Additional requirements under the Code of Conduct Policy are further discussed in the *CYO Sports Manual*. Coaches and parents are encouraged to discuss this policy and CYO's expectations for appropriate conduct with participants. Any employee, coach, athletic director, volunteer or participant who engages in harassing, discriminatory or other objectionable behavior is subject to consequences for their actions. For employees, these consequences may include appropriate disciplinary action, including immediate termination from employment. For coaches, athletic directors, volunteers and participants, consequences may include termination of the individual's relationship with CYO and removal from the program. **By my signature below I acknowledge receipt of Equal Opportunity / Anti-Harassment / Code of Conduct Policy for Coaches / Program Participants / Parents / Volunteers; I understand and support Catholic Youth Organization's (CYO) Equal Opportunity/Anti-harassment / Code of Conduct policy, effective March 1, 2001. I understand that while I am participating in a CYO program in any capacity I am expected to comply with the terms of the policy and that the failure to do so may subject me to consequences, including discontinuation of my participation in the program.**

**III. Consideration:** In consideration of all services rendered by Assistant Coach as herein specified; Assistant Coach agrees that he / she is a volunteer working without compensation.

**IV. Term and Cancellation:** The term of this *Assistant Coach Agreement* shall be from **August 1, 2009 to December 31, 2009**. Assistant Coach understands that he/she serves at the pleasure of CYO administration. CYO or the CYO Club Board may cancel this agreement at any time. CYO or the CYO Club Board with or without cause may cancel this *Agreement*.

**XX Assistant Coach:** \_\_\_\_\_ **CYO FB Athletic Director:** \_\_\_\_\_

**XX Date:** \_\_\_\_\_