RESTARTING CYO SPORTS
Welcome back! A special thank you to you all for returning to CYO sports and our ministry to young people in what promises to be a challenging season. Of course, this season’s challenges will include running safely during the pandemic with the needed protocols and with facility limitations. Other challenges are sure to come! But we have a very talented, experienced group of returning coordinators and coaches, and enthusiastic new ones who will find creative ways to serve our young runners!

Please read the following information carefully …

COORDINATORS MEETINGS:
(Each parish/school must be represented!)

Wednesday, August 18
Wednesday, September 8
Via Zoom – 7:00 p.m.

RETURNING COACHES’ MEETING
Thursday, September 2, 7:00 p.m. via Zoom

COACHES’ CERTIFICATION WORKSHOP (NEW COACHES):

Tuesday, September 7
St. Leo the Great School Auditorium,
4238 Howe St., Oakland
6:30 p.m. Registration $5 per coach

2021 IMPORTANT DATES

Sunday, August 15  Practice for CYO Cross Country may begin
Wednesday, August 18  Parish/School Cross Country Coordinators Meeting
Thursday, September 2  Returning Coaches Information Meeting (Zoom)
Tuesday, September 7  Coaches Certification Workshop (New Coaches)
Wednesday, September 8  Parish/School Cross Country Coordinators Meeting
Friday, September 17  First Meet
Friday, September 24  Second Meets – Split Meets
Friday, October 1  Third Meets – Relay Meets
Friday, October 8  Fourth Meets – Split Meets
Friday, October 15  Diocesan Cross Country Championship Meet

• Meet sites will be finalized when sites are confirmed.
• Meets (except for Diocesan Meet) will begin at 5:30 p.m. sharp, Coaches Meeting at 5:00 p.m.
• The Diocesan Meet will begin at 5:00 p.m., with the Coaches Meeting at 4:30 p.m.

NEW! CYO COVID PROTOCOLS AND RELEASE FORM
Attached is a copy of the CYO COVID protocols and liability release form listing the protocols to be followed in CYO sports and a liability release form to be read and signed by parents/guardians PRIOR to their child’s participation in CYO sports. Volunteer coaches must also read and sign this form prior to coaching. If you have online registration, verification may be done electronically. The listed protocols are minimum protocols for play. Facilities may have more stringent requirements and the more stringent must be followed. Protocols may change as circumstances change.
NEW! CYO COACHES CERTIFICATION

It is required that each CYO coach, both new and returning coaches, complete certification requirements.

RETURNING COACHES: For this year (ONLY) a returning coach will be certified to coach if they:

- Are current with Safe Environment requirements (Virtus Training and fingerprinting);
- Register online as a CYO Cross Country coach at https://www.oakdiocese.org/registration-form-for-certification-of-returning-cross-country-coach
- Attend the Returning Coaches Information Meeting on Thursday, September 2, 7:00 p.m. via Zoom. (Zoom logon info will be sent by email to the coach after registering (see above.)

A returning coach is one who was certified to coach CYO in the 2019-202 school year.

NEW COACHES: Are required to complete the Safe Environment requirements (Virtus Training and Livescan Screening) AND attend a Coaches Certification workshop. The workshop for new coaches will be on Tuesday, September 7.

Details of workshops and returning coaches registration is attached, and posted on the Coaches Workshops page of the CYO Website https://www.oakdiocese.org/cyo-coaches-workshops.

RULES AND MEETS

Rules, Grade Divisions and Scoring: are published in the 2021 CYO Cross Country Guidelines (attached). Standards of eligibility are found in the CYO Athletic Manual available on the CYO Cross Country webpage. Be certain that all of your runners meet the age and eligibility requirements. Runners must compete for their own parish or Catholic school!

Meet Volunteers Needed: Volunteers conduct CYO Cross Country meets and many are needed. Each parish/school team is required to provide at least 3 persons as course marshals and other course staff. Parishes will signup for responsibilities for the meets at the August Coordinators meeting. Help is needed for course setup, meet directors, head marshals, finish line awards, cleanup and other tasks. First Aid persons, with professional training are needed for each meet.

Safety Concerns: Safety is of major concern.

Conditioning: Be certain that children are in physical condition to run.

Adequate Supervision: Be sure that children are supervised at all times at practices and meets. When supervising events, provide clear directions and maintain safety procedures and COVID protocols. Caution is especially important since cross-country meets and practices are usually in public parks!

Quarantine: Children who have been quarantined by their school may not participate.

Air Quality: Parents should be aware that if they are uncomfortable with a high Air Quality Index (AQI) number, they should not have their children attend practice. The CIF (California High School Sports) recommends caution for any AQI number over 100, especially vulnerable runners such as those with preexisting lung or heart conditions. Outdoor events should be canceled for AQI numbers 150 or over.

Parental Permission Form / Concussion Information Sheet: These forms are required to be completed and signed prior to any athlete participating in the CYO program:

- Parental Permission, Health Authorization and Release form;
- CYO Concussion Information Sheet;
- COVID “Policies for Participation in CYO Sports.

The health authorization form should be available at all meets and practices. Copies of the forms are on the CYO Website Athletic Directors page forms section: https://www.oakdiocese.org/cyo-athletic-directors
Chip Timing / Bibs and Nametags:
First Meet and Diocesan Meet: Times and Places will be by chip timing with chips included on bibs worn by runners. Each Coordinator must submit a roster of coaches on a provided form one week prior to each meet. On the day of the meet, coordinators will receive a packet with bibs and pins for each of the registered runners. Each participant must wear a bib. No removable nametags are required for these meets.
Other Meets: Each child **must** wear a removable nametag with his/her: first AND last name, assigned number from the first meet bib, parish/school team and gender for K-2 race. Teams must use designated codes for parish/school names. Teams should bring their own tags but some will be available at each meet. Nametags should be 1-1/4 “or less in height. Bibs previously issued are encouraged to be worn, but these are IN ADDITION to the nametag. For the Relay Meet, only the anchor runner should wear a nametag.

Fun Run: There will be a non-competitive, short (1/2-mile or shorter) "fun run" for all children who do not wish to compete in the regular races, especially young runners!

SAFE ENVIRONMENT REQUIREMENTS
The Diocese of Oakland requires that all volunteers complete Virtus safe environment training and are screened through Live Scan fingerprinting for the diocese.

**Virtus Training**
Safe Environment training is offered online by Virtus at [www.virtusonline.org](http://www.virtusonline.org). Each individual must retrain every three years. To be in compliance, a coach must have completed the training course after **July 1, 2018**. There is no individual charge for the training course, but parishes pay a flat fee. For questions regarding Safe Environment Training, contact the Diocesan Safe Environment coordinator, Diana Bits, by email, dbitz@oakdiocese.org, or visit the Safe Environment website: [http://www.oakdiocese.org/offices/safe-environment](http://www.oakdiocese.org/offices/safe-environment)

**Live Scan Fingerprint Clearance**
Fingerprinting CYO Volunteers: As before, coordinators and coaches need to be fingerprinted and cleared by Live Scan for the Diocese of Oakland prior to working with minors. There will be an opportunity for fingerprinting at the New Coaches Workshop on Tuesday, September 7, or at vendors around the East Bay. For more information about fingerprint requirements and for a list of vendors, visit the CYO website Coaches Workshop page: [https://www.oakdiocese.org/cyo-coaches-workshops](https://www.oakdiocese.org/cyo-coaches-workshops). Cost is $34 per person and individual CYO programs will be billed.

For questions about fingerprinting, coordinators can email the Safe Environment coordinator, Diana Bits, dbitz@oakdiocese.org To check for clearances, you can email a list to her that includes typed names of coaches and name of parish/school. (Excel file preferred) Note: all who completed certification for the 2019-2020 season had fingerprint clearance.

**VOLUNTEER APPLICATION FORM / MEGAN’S LAW CHECKS**
**Volunteer Application**: Prior to coaching, it is required that each coach complete a “CYO Volunteer Application”. The application allows for screening and approval of coaches by the parish CYO program. New coaches are required to complete this application form. The athletic director should check application information. A copy of the application is to be kept on file with the parish or Catholic school. The “fillable” pdf form is on the CYO Athletic Directors page of the CYO Website.

**Megan’s Law Checks**: Coordinators can check volunteers through Meagan’s Law prior to any contact with children, especially those volunteering to help at meets. Megan’s Law checks can be easily done “online” through the State of California sponsored website: [http://www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).
TRANSPORTATION POLICY

Diocesan policy suggests that whenever possible, coaches should have the parents arrange for the transportation of their own children. In the event that a volunteer coach is transporting children or another adult is assigned to transport children, the following procedures MUST be followed:

* Drivers must be over 21 (preferably over 25) years of age. All drivers must be screened carefully. Age and health as well as physical and mental condition should be considered.
* Drivers must provide to the athletic director evidence of a valid, unrestricted drivers license.
* The driver must produce evidence of liability insurance on the vehicle to be used. A 100,000 per person / $300,000 per accident limit of liability is to be a minimum.
* One seat belt must be provided for and used by each vehicle occupant.
* No more than nine persons, including the driver may be transported in any private vehicle.
* No one may ride in the bed of pickup trucks nor may motorcycles be used.

It is important that athletic directors keep information on coaches who are driving youth or on any volunteer who may be enlisted to transport. The information required is evidence of a valid, unrestricted drivers license and a copy of the drivers “Declaration of Insurance” currently in force. These insurance regulations are similar to those in effect for transportation in the Catholic schools.

QUESTIONS?

Email the CYO Office at bford@oakdiocese.org
or check the Cross Country page on the CYO Website (www.oaklandcyo.org).