



# Diocese of Toledo Catholic Youth Organization

## **Athletics**

October 19, 2020

Anyone interested in working in the CYO basketball program as an official (does NOT include OHSAA licensed officials) for the 2020-2021 season should plan to attend all of the following training sessions:

### **Sunday, November 8th @ 5:00 pm at Christ the King Parish Gym**

(4100 Harvest Lane, Toledo 43623).

This organizational meeting will conclude at 6:30 pm.

Three additional training sessions have been scheduled, so please mark your calendars for:

### **Sunday, November 15th @ 5:00pm,** **Sunday, November 22nd @ 5:00pm, and** **Sunday, November 29th**

(the meetings on November 15th and 22nd will also be held at Christ the King - the site for the final meeting and on-court training is TBD).

All meetings will last 1½ hours. You are expected to attend all four training sessions – those individuals who attend all four sessions will be given priority when scheduling officials.

These organizational/training sessions are very important to assure that we get the season started on the right track. You will be paid \$5/meeting for your attendance at the meetings after you have refereed in the CYO program. The pay scale for officials will be as follows for this season:

\$ 7.25/hour	14 & 15 year olds (Ohio minimum wage)
\$ 8.70/hour	16-18 year olds & adult gym supervisors (Ohio minimum wage)

Please bring a completed W-4 tax form, including your social security number and birth date with you on the 8th. You must also bring a completed I-9 form with you, as well as the required documents to be validated and a copy made by a diocesan employee. W-4 and/or I-9 forms may be downloaded at [www.irs.gov](http://www.irs.gov).

**In addition to attending the training sessions, every official must have completed the free online concussion course at the National Federation of State High School Associations (NFHS) at <https://nfhslearn.com/courses/61064/concussion-in-sports> in response to Ohio House Bill 143 which took effect in April 2013.** Follow these instructions and bring a paper copy of the Certificate of Completion with you to the first training session on November 10th. If you have taken this course and submitted a Certificate of Completion in the past two years, you do NOT need to submit another one – the Certificate is valid for 3 years from that date of completion. **No official will be scheduled to work without a certificate on file in the CYO Office.**

For more information, contact the CYO Office by emailing [CYO@toledodiocese.org](mailto:CYO@toledodiocese.org).

For new users: select order course for ‘**Concussion In Sports**’. Click on the “**Register**” button top right of the screen. Complete the **Account Setup** (email, password)

#### **Complete Personal Information**

**Complete Profile Information.** **Primary position** = “coach”. **What sports are you involved with?** You may fill this line in or leave it blank.

**Your School/Organization** - select your **State** from the dropdown , type in your city

**Full name of school/organization** – “Diocese of Toledo”

**Nfhs\*** select this box (required). Select Finish at the bottom

**Verify Your Account** – select one of two options: This Email is Accurate or Update Account Information

**Select NFHSLearn FOR YOU** at the top, select coaches, select your state

**Home** – this box will pop up in the middle of the screen. Click on the “**X**” upper right corner of this box.

**For all coaches:** Select: **Concussion in Sports - Order course**

Click on **Order Course** again

**This course will be completed by:** (select one)

- Myself
- Others

#### **Continue**

**Your Shopping Cart.** Select your **State**. Select **Checkout** bottom right corner.

**Your Order** screen. Below the Total:

- I agree to the NFHS no Refund Policy for online education courses (select the box).

Select **Continue** bottom left

Your ‘**Order Receipt**’ will come up. The 2<sup>nd</sup> sentence starts: “To access your course(s) please click here”. Please select **click here** in that sentence. Select **My Courses** on left in blue box. (Concussion in Sports). Turn up the volume. View the tour. You will be prompted to select **NEXT** (bottom right) on some screens to continue.

#### **Unit 1 – Concussion Overview.**

Answer 11 pre-test questions. Video will begin. You will be prompted to select **next** at the beginning of each unit to continue the video. In Unit 3 – “Your Responsibilities”, to continue slide #3, select the school and then select the home. Select **Next**. View all units. Unit 4 is Review: answer 11 post-test questions. Select **Next** bottom right. The video concludes. Select **Next** bottom right. Complete the **Course Evaluation**. **Submit** bottom left. At this time, the certificate will show on the screen. You will be prompted to print or download the certificate. The certificate will auto-fill with your name, date of completion, state and completion code. (all individuals will have a different completion code). You may save it to your computer or print it. Please submit your certificate electronically to:

[CYO@toledodiocese.org](mailto:CYO@toledodiocese.org)

Exit and then logout top right.

The course, from registration to completion should take approximately 30 minutes

### *Shaping the Faith of our Youth ... Field by Field*

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