

COACH RESPONSIBILITIES

In keeping with our philosophy, the role of coach must be first and foremost that of role model. In addition, the Madison Diocesan policy stipulates that coaches must be recommended to the Athletic Director and approved by the School Commission. A list of responsibilities for coaches follows:

Personal Responsibilities

- Carefully read the information provided by the Athletic Director, submit a Sacred Hearts Coach's Information Sheet, participate in the parent meeting for the sport, as well as read and sign the Code of Conduct.
- Provide necessary information for a background check.
- Complete the VIRTUS training provided by the Diocese.
- Make prayer part of the program. Ideas for incorporating prayer into the program will be included in the coach's packet.
- Build and mold character by using positive reinforcement.
- Display and exemplify Christian values, emphasizing teamwork, good sportsmanship and self esteem.
- Treat each player as an individual, remembering the wide range of emotional and physical development within any age group.
- Respect the integrity and judgment of the sports officials.
- Inform parents in a timely manner of unresolved problems regarding their children and enlist their support.
- Use discretion and respect confidentiality when working with the athletes, parents and other coaches.
- Recognize that academics are more important than athletics. Unscheduled practices may cut into important study time.
- Under most circumstances, practices should not be held on days when there is a school vacation day. If a practice is scheduled, it should be communicated to athletes and parents that attendance is optional.
- Recognize that the number one goal is to make the athletic program fun for the players!
- Coaches will be determined at the beginning of each season.

Team Responsibilities

Playing Time

Diocesan Policy states that:

"Athletes who successfully participate in practices and are in good academic standing MUST play a minimum of: one-fourth of a basketball or football game, one-third of a volleyball match, or two innings of a softball game."

Sacred Hearts Policy strengthens this by adding the following guidelines:
It is required that coaches strive to play each student athlete equally, including in tournament games. It is understood that in football, equal playing time is not always achievable. However, coaches are still required to make sure that each player has *quality playing time* in addition to the minimum requirements. A log of playing time should be kept for each game if requested by the AD.

Coaches Additional Rules

The coach(es) must provide in writing to each athlete/parent(s) any rules and regulations they adopt beyond those identified either by the Diocese of Madison or outlined in the Athletic Handbook. These rules and regulations (for example, inappropriate language or behavior, or missing practices) must have been previously submitted to, approved by, and on file with the Athletic Director. These rules will normally be made available to the athlete/parent(s) at the parent meeting.

Required Forms

The coach is responsible for ensuring that no athlete participates in any practices or games unless the Physical Examination Card or Athletic Permit Card and Parental Agreement Form are on file with the Athletic Director.

The coach is required to have a copy of the Medical Emergency Information Form for each student readily available at every practice and game.

Conduct, Communication and Mentoring

Coaches should always be cognizant that they serve as role models for the players. In keeping with our stated philosophy, coaches should aspire to serve as positive role models at all times.

Swearing or using vulgar language is not acceptable behavior. Coaches should also let student athletes know when their behavior or use of language becomes inappropriate and unacceptable. The display of any unsportsmanlike conduct by coaches could affect the coach's current and future coaching status at Sacred Hearts School.

The coach should take the time to listen to concerns/complaints from parents and try to resolve them fairly.

The coach should consult with the School Principal and the Athletic Director whenever disciplinary action is being considered for a student athlete, such as a game suspension.

The coach should serve as an example to the players. Tobacco use, consumption of alcohol, or illegal drug use during or prior to practices, games, or at any time when you are in direct contact or responsible for the supervision of student athletes is prohibited.

All coaches and assistant coaches are expected to read the Sacred Hearts School Athletic Handbook. If clarification is needed, consult with the AD, sign the Coach's Agreement Form and return to the AD.