

Coaching Guidelines for the Sacred Heart Athletic Association (the "Association")

Eligibility

Coaches are selected according to the following procedure:

1. Interested parties will be asked to submit letters to the Association's board of directors (the "*Association Board*").
2. Candidates shall be selected for considered by the Association Board by a review of their letter and/or an interview with the Association Board.
3. A discussion of all candidates for a position will be held at an Association Board meeting.
4. A majority vote of the Association Board is necessary to choose or not choose a candidate as coach.
5. All candidates will be notified by the Association Board of the selection decision.
6. All coaches will serve for one year, to be reviewed annually.

Coaches may be removed in accordance with the following procedure:

1. A meeting between the coach and the Association Board will be scheduled and all participants notified in a timely manner.
2. If it is necessary to have other individuals speak to the matter at hand, that person or persons may be present at the meeting at the request of either the coach or the Association Board.
3. All parties present at the meeting will be given a chance to speak to the matter at hand, after which the coach and others will be excused.
4. The Association Board will then vote to remove or not remove the coach. A majority vote is necessary to remove a coach.
5. All parties will be notified by the Association Board of the decision.

All coaches are required to obtain the necessary clearances and complete a Diocesan-mandated course in a timely manner. The Association will pay any associated fee.

Conduct

- Coaches are to exhibit a good Christian behavior. Good sportsmanship must be projected by all involved. Rude and/or obscene language or physical violence will not be tolerated.
- Any coach removed from a game by an official for misconduct must appear before the Association Board for a disciplinary hearing which may result in dismissal or a period of suspension deemed appropriate by the Association Board.
- The coach must enforce any period of suspension of any of the athletes.
- Coaches are expected to use the gym only during their scheduled times.
- All of the coaches for a given sport shall work together to attempt to create a vertically integrated program for such sport at all levels. Taking a lead from the coach for the competitive varsity team in such sport, the coaches should coordinate matters such as training, skills to be developed, team and individual goals, etc. Coordination shall occur as much as is reasonably practical, taking into account the skill set of the athletes in the program at any given time, program goals and the nature of the various teams. Such coaches will meet from time to time just before

and during the season as is judged necessary by such coaches. Such coaches will also do their best to communicate the goals of the overall program to the athletes and their parents/guardians, and shall work closely with the athletes in counseling them regarding their participation in such sport.

Tryouts for Varsity and Junior Varsity Teams and Participation in Games

- Tryouts shall be open to all eligible students of Sacred Heart Elementary School (the "School") and are to be advertised well in advance to the entire student body.
- Rosters resulting from final cuts shall be forwarded to the Association Secretary one week after final cuts are made.
- The coach(es) for the competitive varsity and junior varsity teams will endeavor to substitute athletes as game conditions warrant, but shall be under no obligation to play every athlete in every game.

Parent/Guardian Communication

- Coaches will provide schedules of games and practices (with a copy to be furnished to the Association Board) to each athlete.
- Coaches will be responsible for informing the Association Board, athletes and parents/guardians of any additional practices and/or games that are scheduled.
- Coaches will be responsible for the distribution of any notices from the Association Board to the athletes and their parents/guardians when applicable.
- Coaches are to make parents/guardians aware it is their responsibility to provide transportation to all practices and games for their athletes.

Safety/First Aid

Coaches are responsible for the health and safety of the athletes, which must take first priority at all times. This includes, but is not limited to:

- All athletes are to have physicals and signed medical release forms before the first game.
- A first-aid kit should be at all games.
- All athletes should have ample time to warm-up before playing.
- Parents/guardians and the Association Board are to be notified of any injury which occurs during an Association sponsored event. Accident report forms will be placed in the first-aid kits.

Games/Practices/Tournaments

- Games are not to be scheduled later than 8:00 P.M. on the eve of a School day.
- Practices are not to exceed two (2) hours on any single day.
- Prior approval to host or enter any tournament must be obtained from the Association Board.

Referees/Officials

The Association will pay for the officials for all home games.

Equipment/Expenditures

- Expense budgets must be submitted to the Association Treasurer prior to the beginning of the season.
- Coaches are to have an equipment inventory list and are responsible for their equipment.
- All expenditures and fund-raisers must be approved in advance by the Association Board.
- All equipment will be collected and stored in a common area at the end of the season.
- Coaches are responsible for safeguarding the condition of any Sacred Heart facility while they are using it.

Complaint Process

Parents/guardians should endeavor to resolve any and all matters with their athlete's coach. Each coach shall establish an appropriate procedure for parents to address and issues or complaints with the coach (e.g. manner of communication, time of communication, preference for complaints to first be discussed with the coach or with the Association Board representative, etc.). Each coach will communicate the complaint process to the Association Board representative for that athletic program and to the parents of participating athletes. In the event a coach prefers to have complaints or other issues raised directly with the coach, parents will still retain the opportunity to initially approach the Association Board representative with a complaint or other issue, rather than the coach. Parents are strongly encouraged to use the procedure specified by the coach. If a satisfactory resolution cannot be found, the complaint must be made in writing to the coach with a copy to the Association Board.