

COACH' S HANDBOOK

MISSION STATEMENT

The Queen of Martyrs Athletic Program provides a competitive sports program as an extension of the Queen of Martyrs School academic program. Participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy, and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play and team spirit.

PHILOSOPHY

Queen of Martyrs Catholic School is concerned with the development of the WHOLE person - the religious, moral, social, and academic dimensions, as well as physical development. We believe that participation in athletics is an important part of student development. Through participation in the Queen of Martyrs Athletic Program, students may develop life-long skills and positive values. These values include leadership, healthful living habits, self-discipline, integrity, teamwork, respect for rules and regulations, and the ability to participate with dignity and grace.

GOALS

In defining a clear sense of purpose for the Queen of Martyrs Athletic Program, the following GOALS have been established:

- . Developing sportsmanship
- . Giving students the experience of being part of a team
- . Developing school spirit and team spirit
- . Helping students develop strong, healthy, and disciplined minds and bodies
- . Helping students maintain good health through physical fitness
- . Encouraging values of respect, self-discipline, fair play, and cooperation
- . Teaching the proper attitude toward winning, losing, and competing with dignity.

RESPONSIBILITY FOR THE ATHLETIC PROGRAM

Since the Queen of Martyrs Athletic Program is an extension of the Queen of Martyrs School academic program, the Athletic Program is subject to the authority of the Pastor by virtue of his office (Archdiocesan Policy) and the Principal (Archdiocesan Policy).

The Principal is the primary authority over the Athletic Program in the school. The responsibility is shared with the Pastor or his designee in a parish-sponsored sports program. (A parish-sponsored program is one that welcomes all children of parishioners whether they attend Queen of Martyrs School or not.)

The Assistant Principal or Athletic Director has the authority to act in place of the Principal.

The Pastor and the Principal have the final decision for athletic related matters.

CODE OF ETHICS FOR QUEEN OF MARTYRS COACHES

The Code of Ethics States: As a coach of a Queen of Martyrs Sports team, I will:

- Exemplify the highest moral character, behavior, and leadership
- Respect the integrity and personality of the individual athlete
- Abide by the rules of the game in letter and in spirit
- Respect the integrity and judgment of sports officials
- Demonstrate a mastery and continuing interest in coaching principles and techniques through professional involvement
- Encourage respect for all athletics and their values
- Display modesty in victory and graciousness in defeat
- Promote ethical relationships among coaches
- Fulfill responsibilities to provide health services and an environment free of safety hazards
- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to promote good health habits including the establishment of sound training rules
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment

If a violation/s of the "Code of Ethics" for Queen of Martyrs Coaches is proved valid the coach/coaches found in violation will be disciplined by the Athletic Board with direction from the pastor and principal. Discipline can range from a warning to termination as a coach depending on the nature of the violation/s. This will be decided by the entire Athletic Board. The Athletic Board's decision will be forwarded to the Principal and Pastor for review and approval.

Coaches: Selection, Roles and Responsibilities

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student-athletes. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. A coach's attitude and behavior are critical to modeling good Christian sportsmanship both in word and in deed. The careful selection of coaches is vital if the athletic program is to reflect the Mission/Philosophy of the school sports program. A program of information and formation will take place before the start of a sport's season.

Criteria for eligibility for a coaching position:

- the ability to articulate and model the philosophy and goals of the program
- the ability to supervise and instruct the youth in his or her care responsibly
- an understanding of the basics of the sport to be coached
- the ability to develop the potential, confidence, and skills of each athlete
- the ability to separate winning from the more important goals and values of the program.
- Head coach must be 21 years of age.
- Must fulfill their Virtus requirements prior to the sport's season beginning
- Must be able to conduct and schedule practices and coach in a responsible manner
- Must read/sign and adhere to the terms of coaching as spelled out in the QofM Coaches Handbook.
- Must apply via the "coaches application" to be Head Coach to the Coordinator of the sport (see application under forms)

Selection Process for coaches

- The election of all coaches for all sports will be reviewed and evaluated each year.
- Prior to the opening of the season, the coordinator will publicize all open coaching positions for the upcoming season.
- Individuals who meet the above criteria and are interested in applying for a coaching position must complete the coaches application form and submit it to the appropriate coordinator.
- All applications are reviewed by the coordinator and executive athletic board.
- Applicant receives approval/denial for consideration for coach position from the pastor and principal
- Coordinator slates coaches for head coach positions and presents coaching roster to the executive board.
- After final approval from the executive board, pastor and principal the coach/coaches are notified of their position.
- In the event the executive board does not approve the recommendation made by the coordinator, all applications are reviewed by the executive board and the position/positions will be put to vote.
- Assistant coaches will be selected by the head coach with the approval of the coordinator.

Head Coach Vacancies

In the event that a head coach position becomes vacant, the coordinator notifies the executive board and the position is filled following the coach selection protocol. In the interim, the assistant coach fills the vacancy. Due to timeliness and need to fill vacancy, a special board meeting may need to be held to accommodate the appointment of head coach.

Responsibilities of Coaches

- **Read and sign the QofM Coaches Handbook** and adhere to all rules and responsibilities addressed in the handbook including but not limited to the following:
- Coaches should be familiar with, adhere to and support the QofM Athletic Mission Statement and Philosophy and all school policies and guidelines as well as league policies and guidelines.
- Coaches have the responsibility first and foremost to the safety of the athletes.
- Coaches are to conduct a Parent Night Meeting prior to the first contest with topic spelled out in the coaches' handbook.
- Coaches should be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport.
- Coaches must secure as much practice time as possible.
- Coaches should teach the rules of the sport and develop each players skills within the framework of team concept.
- Coaches should strive to be fair, unprejudiced and objective.
- Coaches should adhere to the "playing time" guidelines outlined herein and in the coaches' handbook.
- Coaches shall not use their coaching position to promote or recruit students for any specific high school or club team.
- Eighth grade coaches are to be familiar with the procedures to be followed and deadlines to be met regarding Wildcat, Nedra Stack and Art Escherich Awards.

Criteria for Play Time

- "Winning at all costs" or to the exclusion of participation of eligible players will not be tolerated.
- 4th thru 5th grade are to be considered instructional. Playing time should be equally divided among all players. All players should see equal play during play-off and championship games.
- 6th , 7th and 8th grade teams are to be geared toward the competitive nature of the game. Playing time for each player must be a minimum of 25% playtime including all regular season games and playoffs and championship games.
- In the sport of football safety of players must come before required playing time.
- In sport of soccer, K thru 4th grade are to be considered instructional.
- Missing practices without cause and excessive absences can result in reduced playing time.
- Playing time may be reduced as a disciplinary action, when a player loses self control or engages in other conduct unbecoming a Christian student athlete.

If a child is playing more than one QofM sport or school sponsored activity(choir/band/hidden talents etc.) in the same season, efforts will be made between the coaches to try to minimize conflicts so the child is not "stuck" choosing between the two sports.

COACHES DISCIPLINE PROCEDURES FOR STUDENT ATHLETES

Coaches are to follow the following procedures for students who demonstrate inappropriate behavior:

1. First offense - verbal warning;
2. Second offense - notify parents and principal;
3. Third offense - notify principal.

Coaches should keep objective, factual and written records of problems concerning attitude, attendance and/or behavior. These records are important when discipline matters might lead to the suspension and/or expulsion of a student from the program.

UNIFORMS AND EQUIPMENT

All uniforms and equipment must be returned to the head coach who in turn hands it over to the Coordinator. For any athlete who has not returned his/her uniform or equipment, **OR** in the event of intentional damage to equipment or uniforms, parents will be notified and the deposit check will be cashed. All fees must be paid in full before the athlete is allowed to participate in any future sport(s).

POLICY ON SMOKING AND DRINKING AT PRACTICES OR GAMES

There is to be NO SMOKING within Queen of Martyrs School by anyone when practices or games are taking place. This NO SMOKING policy applies to all areas within the school building (eg/kitchen, bathrooms, hallways, etc.) This is now a state law and will be enforced.

Any smoking would be limited to outside the building.

SMOKING is discouraged at any outdoor sporting event.

The use of ALCOHOL within Queen of Martyrs School by anyone is PROHIBITED. The use of ALCOHOL at outdoor sporting events is also PROHIBITED.

It is important that adults set good examples to our students regarding these two important issues.

Additional Roles and Responsibilities of Coaches

Arrangements should be made for coaches to attend a formal clinic or inservice in their particular sport. It is recommended that a national governing body of the sport or a national coaching program certify the coach. It is further recommended that coaches be knowledgeable in first-aid, CPR and on blood-borne pathogens. (This responsibility may be taken on by an assistant coach, designated team parent, or another adult). Coaches should be familiar with the Illinois Abused and Neglected Child Reporting Act and should clearly understand their legal responsibilities.

Coaches have responsibility for the safety of the athletes. Caution athletes to stay in a designated area and not "wander". Coaches must not leave athletes unattended during practice sessions and/or contests. Insure all athletes are picked up after practices and/or contests.

The coaches should be familiar with, adhere to, and support the Queen of Martyrs Athletic Mission Statement and Philosophy and all school policies and guidelines as well as league policies and guidelines. Coaches should attend an informal meeting(s) prior to assuming coaching responsibilities to be inserviced on these.

Coaches are to conduct a Parent Night Meeting prior to the first contest. A formal agenda set by the Athletic Board will be used. Topics will include playing time expectations, practice expectations for players, behavior expectations for players and parents, and grievance procedure for players and parents.

Coaches should be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their athletes.

Coaches should model Christian sportsmanship knowing that the school is judged more by the coach's sportsmanship than by his record. The coach should teach and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious Christian manner. Coaches should show respect for game officials and opponents; publicly shaking hands with the officials and the opposing coach before and after a game gives clear witness to this respect. Coaches should refrain from public protest which may lead to similar behavior from students, parents and other spectators.

Coaches are responsible for the safety and welfare of the team. They are responsible for the equipment issued to them, and for the proper use of the facilities where practices and games are held.

Coaches or designated team parent practicing at parish/school facilities should know the proper procedures for entering and securing the building. At no time should any school door be propped open. Students should not be asked to arrive for practice earlier than 15 minutes before practice time. A coach should be in attendance with the students at all times during practices.

Coaches should carry with them at all times pertinent information on every athlete in their care in case of an emergency. The emergency card should list obvious problems such as asthma, heart problems, and diabetes. The card should specify allergies, including bee stings, foods, poison ivy, etc. A FIRST AID kit should be at all games and practices.

Coaches may never administer medication.

Coaches are to try to get as much practice time as possible. Coaches are to select gym time every month on the designated date. (If a coach is not able to attend this monthly meeting, it is his or her responsibility to send someone in his or her place.)

Coaches will attend all practices and games. They are responsible to make sure that there is proper adult (a person of at least 21 years of age) supervision in their absence. They are responsible for student conduct and behavior at practices and at games.

Coaches should teach the rules of the sport and develop each player's skills within the framework of team concept. They must help each player develop self-confidence, discipline, and sportsmanship and make participation a learning experience for all.

Coaches should strive to be fair and unprejudiced in their relationships with student athletes and their parents. They should strive to be objective when they evaluate talent.

Coaches should plan for proper physical conditioning of the student-athletes. Practices should begin with stretching and warm-up exercises and end with cool downs.

Coaches or designated team parent are to distribute uniforms and equipment at the start of the season and collect uniforms and equipment at the end of the season. Inspect all returned items and report any abused uniforms or damaged equipment to the Coordinator. Coaches are to return team uniforms and equipment to their Coordinator no later than two weeks after the season is complete.

With the exception of football, ALL coaches, regardless of grade level, are to follow the playing time "minutes per game or match" as determined by the Coordinator.

Coaches should ensure that students wear the uniform, all proper safety equipment, and any other expected attire.

Coaches or designated team parent should take inventory of all sport specific equipment and uniforms. Coaches should compile a list of equipment/uniform needs for the following year and submit the list to the Coordinator.

Coaches should discipline inappropriate student behavior or disrespect. However, the coach may never resort to physical or verbal abuse or profanity. Coaches should know the difference between punitive touching (physical discipline) and corrective touching (correcting a student's hold on a ball); one is prohibited while the other is not.

Coaches must also take care that touching a student will never be interpreted in a sexual manner. Coaches must use common sense and maturity in resolving problems and conflicts and may never resort to physical or verbal abuse or profanity.

Coaches should assist Coordinators in collecting required forms and fees from the athletes. All forms and fees must be received prior to the first practice of the regular season.

Coaches should communicate the schedule of practices, games, or any cancellations or alteration to the students and their parents in a timely manner. Coaches cannot assume that players will get the message home.

Coaches are to ensure that parents receive a kitchen schedule.

Coaches should attend Athletic Board meetings. (A representative may be sent due to a schedule conflict.)

All eighth-grade coaches are to be familiar with the procedures to be followed and deadlines to be met regarding the Wildcat, Nedra Stack and Art Escherich Awards.

Coaches should keep a written record of accidents and injuries and parents should be notified. While it may be impossible to document every injury and its source, an honest effort to document and notify parents in a timely manner is important for the safety and security of the student-athletes.

Coaches should give each athlete an equal opportunity to participate.

CONCLUSION

No handbook can cover all the facets of the human condition. It is meant as a starting point which meaningful and productive results may be realized through discussion, understanding and support. You will be informed of any changes in this Handbook as soon as possible. Some changes might be made immediately due to unusual or unforeseen circumstances.

I _____ have read and understand all of the policies and procedures set forth in the Queen of Martyrs Coach's Handbook and Athletic Handbook.

Dated _____

APPLICATION FOR COACHING POSTION

NAME _____

EMAIL _____

PHONE NUMBER _____ CELL NUMBER _____

SPORT _____

GRADE _____

Previous coaching
experience _____

Playing
experience _____

Three goals you would like to achieve as a coach

By applying for a coaching position, I have agreed to read and abide by all guidelines and rules set forth in the QofM Athletic Handbook and QofM coach's handbook. _____ (initial)

_____virtus trained

_____background check

_____ASEP Certified