

St. Rose of Lima  
Athletic Association  
Guidelines for Coaches

**Prior to tryouts:**

Prior to coaches pre-season meeting, be sure to consult with Director of Scheduling to make sure the gym/field is available. The tryout letter is to be in the hands of the Director Of Coaches to be sent home to any prospective class or group **one week before tryouts are held**. Be sure that no other school team has games scheduled for your tryout dates. The Coach fills out the tryout dates and regular practice days. A copy of the ranking system (sample, "b") to be used should be included either on the back of the tryout letter or as an additional sheet as well as the emergency treatment form. The completed forms should be brought to the pre-season meeting for the Director Of Coaches to duplicate and distribute to the appropriate classes. The Director Of Equipment should be contacted to obtain keys, scorebook, equipment, and first aid kits. The Director Of Health posts a list of all student physicals in the gym. You will receive a list of those students who hope to try out. Be sure all those who will be trying out have physicals. In the event that a child does not have a physical, you may contact him or her to warn them. However, **under no circumstances may a student try out without a physical.**

**Tryouts**

Emergency treatment forms and the signed copy of the Policy Statement must be brought to the first tryout. Any student without a signed emergency treatment form will not be allowed to tryout.

**Note:** when your roster is approved, these forms must be kept on file for team members. All others may be discarded.

**Pick your team**

Send 2 copies of your roster within a week of your tryouts, with completed ranking system (sample "b") to the Director of Coaches, along with completed congratulation letters (sample "c") and letters of regret (sample "d"). Sister Pat will give final approval of team. Once approved, these letters will be **mailed** home to announce the team. The Director of Coaches will advise you when the letters have been mailed. Please refrain from publicizing you decisions (i.e. to other parents, or to other children, including your own) until each player receives notification through the mail.

**Team meeting**

It is imperative that you contact your board member representative to let him/her know of your team meeting date. Please give one weeks notice. No practices are allowed until one week after team meeting is announced.

The completed congratulations/permission slip letter must be brought to first practice/team meeting along with all fees due. The board representative will collect monies and forward to the Director of Finance. No uniforms will be issued until all permission slips, fees, and deposits are received. No child shall practice unless permission is brought in.

All team members and parents must attend meeting. The following will be covered:

1. Parent and player responsibilities
2. Indoor sports - concession will be explained, Outdoor sports – field maintenance, etc. will be explained
3. Select team parent
4. Schedule & directions to games
5. Transportation
6. Schedule changes
7. School policy on play time, gym condition, school, attendance
8. Coach's policy on discipline, attendance, and play time (should be consistent with school policy)
9. Punitive physical discipline is not acceptable

When school is closed because of weather. All practices -and games are cancelled. If on an evening, holiday, or weekend a practice or game needs to be canceled because of weather that is the decision of the head coach. The coaches or designated parents - not the kids - are to call every member of their team to inform them of the cancellation. If it is a home game check with Mrs. Wilson to be sure heat and electricity are functioning.

### **Head Coach responsibilities**

- **Attend** or send a representative to the League Meeting prior to season.
- See that league fees are paid before the season starts. Give, the, Director of Finance as much notice as possible. One tournament may be entered at the discretion of the Head Coach. If a second tournament is desired Board approval is needed.
- **Secure the site officials** necessary for all home games (Use your own practice times to schedule games). If you have to use another coach's time you have to give that coach a make-up date from your schedule. (That has to be worked out between the coaches). See that the officials are paid by letting the Director of Finance know as early as possible.
- **Do not** permit a student who has not had a physical to try out or play. Any student with a visible cast or injury is not to play until you have a physician's written direction. Have that note sent to the school nurse.
- Keep the **Emergency Treatment Forms available at all times** (practices and games).
- **Inquire** at the end of every practice if anyone has been hurt. See to it that the gym is secured (locker room and bathroom windows are locked) and in good order before the team leaves.
- **In case of accident, follow the accident procedure given below:**
  1. Evaluation, stabilization, or emergency first aid depending on the degree of injury.
  2. Prompt call for medical treatment and/or transport to a medical facility appropriate for degree of injury
  3. Notification of parent or guardian
  4. Notification of Principal
  5. Documentation of accident in all cases, even those not requiring first aid treatment of any kind. A completed **Accident Form** will be turned in to the Director of Health and the Principal immediately after an accident occurs.
- **Report any incident** (car accident) or unusual circumstance that occurred while, you were supervising your team.

- **Inspect all equipment** throughout the season, be sure the site is in safe and playable condition.
- **Supervise** or assign adult supervision to ensure proper player behavior at practices and games (this includes locker rooms). Students are not to be left unattended either before or after scheduled practices or games.
- **Secure** the building before you leave. All doors locked, windows closed, and **no** water is running. Check especially front glass doors and bathrooms.
- **Check the daily attendance sheet** posted (a player who was not in school should not be allowed to play or practice). **Keep an attendance** sheet of all practices and games for all team members, coaches, and assistants. Hand in attendance sheet at the end of the season.
- **Send in** an announcement about the game just played to be read over the PA.
- **Notify the principal and the Director of Coaches** if a team member drops from the team.
- **Notify all of any schedule changes.** List on the wall and let the Director of Scheduling, Team Coaches, and Director of Fundraising know. If your team has cheerleaders, be sure the team parent knows.
- **Notify** the Director of Uniforms one week prior to your last game. The Director of Uniforms will tell the team the date and method of returning uniforms.
- **Return equipment, gym and locker keys, first aid materials and score book** to the Director of Equipment immediately: after the last game
- **Write recommendations** for next year's needs.