

# ST. MATTHEW MAGIC

## St. Matthew Magic Athletic Program



### COACH'S RESPONSIBILITIES / CONTRACT

#### **GENERAL RESPONSIBILITIES OF COACH:**

1. Communicate with the St. Matthew Athletic Director.
2. Follow the playing time policy.
3. Be aware of and adhere to the Diocesan and St. Matthew policies and regulations for the sport that they are coaching.
4. Understand that conflicts with religious education will be acknowledged, that teams will try to work primarily on individual skills on those evenings, so that the religious education students do not miss out on team drills.
5. Have medical release forms for team members with them at ALL practices and games.
6. Discipline consistently.
7. Turn in all roster and game dates to the Athletic Director one week prior to the first game.
8. Fill out the applications for tournaments. Turn these in to the Athletic Director at least two weeks prior to participation for release of payment of tournament fees.
9. Submit to a Diocesan background check and have completed the Diocesan Virtus training program.
10. Sign the St. Matthew Parish Coach's Contract.

#### **PRE-SEASON RESPONSIBILITIES OF COACH:**

1. Sign and uphold a statement of the St. Matthew Athletic program philosophy and guidelines.
2. Meet with the athletes and parents at least once before the season begins and explain all rules, issuance of uniforms, practice schedules, and all other necessary information.
3. Issue uniforms and maintain records of what uniform numbers were issued to each athlete.
4. Assure that forms are turned in prior to the start of the first practice. **ABSOLUTELY NO PLAYER MAY PRACTICE OR PLAY UNTIL ALL THE FORMS ARE IN.**
5. Contact the Athletic Director if there are any changes in schedules, practices or games.
6. Coaches should schedule a minimum of two practices before the season begins, more if possible.

#### **SEASON RESPONSIBILITIES OF COACH:**

1. Teach the fundamental techniques and skills that enable the athletes to develop to their fullest potential.
2. Give all athletes equal coaching time and encouragement. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
3. Work with the Athletic Director to set up initial schedule and reservation of facilities for practice and games. If extra practices or scrimmages are desired, or changes in practice times are required, the Athletic Director must be notified.
4. Keep all practices closed because of possible liabilities.
5. Apply discipline in a firm and positive manner consistent with the St. Matthew Athletic philosophy. Treat parents fairly, with respect and dignity. Contact parents if there are problems.
6. Be present for all practice sessions and/or games. When this is not possible, the coach should find a responsible adult replacement and notify the Athletic Director.

7. Ensure that after practices and games, bathrooms and hallways checked. Make sure that all lights are turned off and all litter is picked up. Report damages to the Athletic Director within 24 hours.
8. Be responsible for the safety and behavior of the athletes from the time that they arrive for a practice or game until the time they leave the school premises. Student athletes are not allowed to remain after the practice session or game without adult supervision. The coach should be the last person to leave.
9. Notify parents if an athlete is not prompt before a scheduled practice or remains after the end of a practice.
10. Model good sportsmanship whenever with student athletes or representing the school as a coach.
11. Report any violations of the athletic regulations to the Athletic Director.

**POST-SEASON RESPONSIBILITIES OF COACH:**

1. Collect uniforms at the end of season and return them to the Athletic Director with a report of any damaged or unreturned uniforms.
2. Notify the Athletic Director of all records of the team and turn in a list of all the athletes who completed the season.
3. Inventory all equipment assigned to them at the completion of the season and make recommendations of equipment needs for the following year. Return all equipment to the Athletic Director.
4. Attend the St. Matthew Athletic Awards Celebration.

The philosophy of St. Matthew School’s athletics program is “To provide for instructional physical education and supervised competition which encourages maximum participation while promoting good sportsmanship, teamwork, dignity and accomplishment.”

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**ST. MATTHEW PARISH COACH'S CONTRACT**

By signing this form I, \_\_\_\_\_, certify that I will, as a coach of St. Matthew Parish Athletics uphold the above St. Matthew Parish athletics program philosophy and responsibilities.

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_