

Coaches Handbook

[Responsibilities of Coaches](#)

[VIRTUS](#)

[Access](#)

[Compensation](#)

[Tournaments](#)

[Home Tournament](#)

[Away Tournaments](#)

[Gym Time/Practice Time](#)

[Referees/Volunteers](#)

[Equipment](#)

[Playing Time](#)

[Absences](#)

[Basketball Playing Time](#)

[Athletic and Co-Curricular Eligibility Policy](#)

[Weather delays and cancellations](#)

[League Information and Contacts](#)

Responsibilities of Coaches

General Responsibilities

Coaches are expected to:

1. All coaches and volunteers must have completed VIRTUS training and have a background check as required by the Diocese of Green Bay and Our Lady of Lourdes Catholic School.
2. Be aware of and adhere to the Diocesan and Our Lady of Lourdes guidelines for the sport they are coaching.
3. Have medical release cards for their team members with them at ALL practices and games.
4. Discipline consistently. (For example, if the coach decides that an unexcused absence will result in a one game suspension, then this should be enforced for all players regardless of their abilities or other qualities.)
5. Keep documentation on all disciplinary actions and forward it to the Athletic Director.
6. Timely communications with parents, organized practices, and fostering Christian values and sportsmanship are essential for all coaches.

Pre-Season Responsibilities

Coaches are expected to:

1. Communicate with the athletes and parents at least once before the season begins and explain all rules regarding uniforms, practices, play, etc. and to share all other necessary information. This can be part of the Parent Informational Meeting.
2. Issue uniforms and maintain a record of what uniform numbers were issued to each athlete.
3. Notify athletes of the necessary forms that must be completed and fees that must be collected before they will be allowed to participate. Fees will be turned into the Athletic Director with a team roster. Athletic Director will distribute forms and information to coaches.
4. Coaches should schedule a minimum of two practices before the season begins, maximum of twelve practices.

During-the-Season Responsibilities

Coaches are expected to:

1. Teach fundamental techniques and skills that enable the athletes to develop to their fullest potential.
2. Give all athletes equal coaching time and encouragement.
3. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
4. Work with the Athletic Director to set up schedule and reservation of facilities for practices and games. If a coach wants to use the gym during a time assigned to another coach, the two coaches should work that out and notify the Athletic Director.
5. Apply discipline in a firm and positive manner consistent with the Our Lady of Lourdes Athletic Philosophy. Treat players fairly with respect and dignity.
6. Not directly or indirectly cut athletes from the team.

7. Not to schedule sports activities (practices or games) on Sundays, Ash Wednesday, holy days, during Holy Week, or during school events. OLOL gym is not available on Wednesdays, from 5:00-9:00 due to RE classes.
8. Be present for all practice sessions or games. When this is not possible, the Coach should find a responsible adult replacement and notify the Athletic Director of the situation.
9. Check locker rooms after practices and home games. Make sure lights are turned off, litter picked up, windows closed, equipment securely stored and all doors of the gym and school entrance properly locked. Report any damages to the Athletic Director within 24 hours.
10. Create opportunities for players to develop leadership skills. Such as leading the team in practice or pre-game warm-ups, leading the team in a prayer before games, etc. Leadership opportunities should be rotated among team members equally.
11. Be responsible for the safety and behavior of the athletes from the time they arrive for a practice or game until the time they leave the school premises. Students should not be allowed to remain after the practice session without adult supervision. The coach should be the last person to leave.
12. Notify parents if athlete arrives more than 10 minutes before a scheduled practice or remains more than 10 minutes after the end of a practice. If problem persists, notify the Athletic Director.
13. Model good sportsmanship whenever they are with student athletes or representing the school as a coach. Avoid the use of bad language, loss of temper, fighting, name calling, etc.
14. Report any violations of the athletic regulations to the Athletic Director within 24 hours of the violation.
15. Each athlete of good standing on all teams must be played equally, to the best of the coach's ability.
16. Missed practices and/or games for any reason may result in reduced playing time.

Post-Season Responsibilities

Coaches are expected to:

1. Collect uniforms at the end of season and return them to the Athletic Director with a report of any damaged or unreturned uniforms and the name of the responsible athlete.
2. Notify the Athletic Director of all records of the team and individual accomplishments. Turn in a list of all athletes who completed the season.
3. Inventory all equipment assigned to them at the completion of the season and make recommendation of equipment needs for the following year.
4. Meet with the Athletic Director to make recommendations regarding policies and procedures for the following year.
5. Turn in uniforms, keys, and post-season reports before receiving their check.
6. Coaches will receive monetary compensation as agreed upon and be able to use time spent coaching as Athletic Hours.

VIRTUS

Every coach must complete VIRTUS registration before the athletic season starts. This includes the background check, references, and training seminar. Proof of VIRTUS will be kept with the Parish or School Secretary.

Access

Coaches will receive one key to the admissions room/equipment storage and one electronic badge to provide access to the school. The badge should be used only for entering the school for practices or athletic events. Badge access will be assigned and monitored by the school technology coordinator. Badges are assigned to one coaches and may not be transferred or given to another person. Badges and keys need to be returned at the end of the season.

Compensation

Coaches will receive the following as compensation for their time.

- A. Monetary stipend
- B. Athletic Volunteer Hours(must be submitted to AVH coordinator)

Tournaments

Home Tournament

Coaches are expected to attend and recruit teams to the Our Lady of Lourdes Home basketball tournaments. Dates will be set and shared as early as possible. The tournament brackets will be published as soon as possible and no later than one week before the tournament start date.

Away Tournaments

Our Lady of Lourdes will pay the fee for two (Grades 5th) or three (Grades 7th) away tournaments per team. The registration form and check request should be submitted to the Athletic Director at least 1 week before it is needed.

Gym Time/Practice Time

Our Lady of Lourdes will give each league one day to host home basketball games. **The soccer field is made available.(???)** The gym is not available on Wednesday(after 5), Saturday(during mass) or Sunday. Volleyball and track practices will be determined by the coach. Basketball coaches will meet with the Athletic Director to choose initial practice times. Teams may fill empty times in the gym calendar by contacting the Athletic Director. Teams that lose a practice time during the week will get first priority on empty gym times. Changes in gym availability may occur with little or no notice. If a team has more than one practice time, they may lose their second practice time to give all teams in opportunity to practice.

Absences

Students will not be allowed to participate in practice or games if they miss a half day or more of school that day.

Referees/Volunteers

Referees for soccer and volleyball will be organized by the Athletic Director. Referees for 3rd and 4th grade will be provided by each team, such as a parent, sibling, or coach. Referees for 5th and 6th grade basketball games will be organized by the Athletic Director. Referees for the 7th and 8th grade basketball games will be organized by the league. Referees for fifth through eighth grade will be compensated.

If games are cancelled due to weather, the Athletic Director will reschedule the refs when the games are rescheduled. If a game is rescheduled to a team conflict, the coach should notify the ref of the change and schedule a new one.

Book and clock workers for 5th and 6th basketball games will be organized by the athletic director. The workers for 7th and 8th grade basketball games will be provided by the league.

Workers for track will be organized by the athletic director and coaches.

Equipment

Each athlete needs a completed medical form, concussion form, parent and athlete expectation sheets, and fee prior to practicing or playing. If a parent or athlete gives these forms or fees to a coach, they fees and forms should be given to the Athletic Director or school office.

Coaches will receive the following equipment from the school before the first game: first aid kit(including ice packs), pinnies, athletic equipment as necessary(e.g. basketballs, volleyballs, shot puts, soccer balls, or volleyballs), and uniforms. Ice packs can also be found in the admission room closet or concession stand. Coaches will receive a copy of all medical forms for each player on their team.

Coaches will collect uniforms at the end of the season and return them to school.

Playing Time

Any team with a full number of players, per policy, will not pull up a player from a younger team.

1. In cases of short-term injury resulting in inability to play (will not suit up), e.g. more than two games; a player may be pulled up to complete the roster. Players pulled up may only play up two games during the season. If a player plays up for more than two games, the player will become a permanent member of the team for the remainder of the season.
2. In cases of academic ineligibility, a player may not be pulled unless needed to field a team.

Basketball Playing Time

Players shall not be switched to other teams for tournament play, unless in special circumstances of illness, injury or academic probation. Athletic Director will have final say and approval on all roster moves. A player may not be switched downwards, e.g. an 8th grader to the 7th grade team. Any player

switched upwards for more than two games, e.g., 6th to 7th grade, must remain at the higher level for that school year.

1. On a team of 10 players or less, each player must play in every regular season game.
2. On teams of 11 players or more, each player must play in every other regular season game. This means that for every two games that are played, each player on the team must have played in at least one. All players must sit out a comparable number of games.
3. If a team has eight or less eligible players, the team may use the WIAA five-quarter rule. Any time played in a quarter constitutes a full quarter of play. The five-quarter rule applies for same day competitions except in tournament play.

Athletic and Co-Curricular Eligibility Policy

Eligibility for co-curricular and athletic activities will be based on the following academic guidelines:

- Grades will be monitored weekly throughout the season, the report is generally pulled on Wednesday.
- Coaches and parents will be informed by Friday if a student is put on academic probation, except in unique or special situations.
- The students will be informed at school on Thursday or Friday of their academic situation.
- Student participants are expected to maintain, at minimum, a "C" grade point average (2.0 or higher) (with no "F's")
- If the student is below a "C" average grade point average (2.0), he/she will be put on probation for one week. During the probation period the student will still be allowed to practice, but not participate in games.
- During the probation period, the student should work to improve his/her grade to a "C" grade point average (2.0 or higher) in order to return to the team in good standing.
- If after the one-week probation period the grade point average has not improved, the student will be ineligible to practice, participate, or play in the sport until re-evaluated in one week.
- When the eligibility is checked again, if the student's grades are at a "C" average or higher and no "F's", he/she may rejoin the team and/or co-curricular activity.
- Any student who spends three consecutive weeks on probation with no significant improvement to grade or grade point average will be removed from the team or co-curricular activity for the remainder of the season.
- If any student is receiving a "P", "U", or "F" grade in any subject (less than 69%), that student is ineligible to practice, play, or participate in any co-curricular or athletic activities for at least a one-week period. There is no academic probation period for failing grades. The student's progress will be re-evaluated every week.

Weather delays and cancellations

Soccer games will be delayed or cancelled based on WIAA regulations. The game can be called by the referee or athletic director. Games will be called as soon as possible.

Basketball games will be cancelled due to inclement weather as soon as possible. If possible, the games will be called before the end of the school day and no later than 4pm. Games for 3-6 will be called by the Athletic Directors. Games for 7-8 will be called by the league.

Track meets will be called no later than 4pm or if the weather gets worse throughout the meet. Track will be called by the Athletic Directors.

League Information and Contacts

Volleyball- GBYBL, Lynn Wolfram

Soccer- Green Bay Parochial League, Steve Jossart

Basketball- GBYBL, Jim Cullen

Track- Sue Aerts

All leagues follow the WIAA rules for their sports unless otherwise noted. Rules will be republished before each season.