



RICHMOND
SCHOOL DISTRICT NO.38



***COMMUNITY COACHING
PROGRAM
HANDBOOK***

Table of Contents

1. School District 38 Volunteer Community Coach Checklist	page 3
2. District Philosophy	page 5
3. District Athletic Philosophy	page 6
4. Principles of the RSSAA	page 7
5. RSSAA Supervision Requirements	page 8
6. Role of the Coach	page 8
7. Role of the Sponsor	page 9
8. Role of the Athletic Director	page 9
9. District Coaches Code of Conduct	page 10
10. Recruiting	page 11
11. Electronic & Social Media	page 12
12. Forms	page 13
○ Guidelines for Approval of a Community Coach	page 14
○ Memorandum of Understanding Re: Community Coach	page 15
○ Permission for Community Coach to Supervise a School Team	page 16
○ Coach's Code of Conduct Form	page 17
○ Use of Personal Information/Responsible Technology Use	page 18
○ Volunteer Application Form Criminals Record Check Form	page 20
○ FAQ's Technology Use, Information and Privacy	page 21

Richmond SD #38 Volunteer Community Coach Checklist

Name of Coach: _____ School: _____

Team(s): _____

The volunteer coach must:

- ☐ Have previous coaching experience in high school athletics for a minimum of three years, including a minimum of one year as a Head Coach at the school or in the community;

Athletic Director Verified: _____ Date: _____

- ☐ Be a minimum of 21 years of age;
- ☐ Have a minimum of Level 1 Community Coach Development Certification as a Competitive Coach through the National Coaching Certification Program or has taken the District Coaching Certification Program;

NCCP #: _____

SD 38 workshop: District Athletic Facilitator Verified: _____ Date: _____

- ☐ Have a minimum level of Introductory First Aid

Principal Verified: _____ Date: _____

- ☐ Have submitted a Criminal Records check; and

Principal Verified: _____ Date: _____

- ☐ If not personally known to the principal and athletic director, must provide references from Association directors who have knowledge of this community coaches prior experiences

Principal Verified: _____ Date: _____

Once selected, the school must ensure:

- ☐ There is an employee sponsor for the team or who bears primary formal responsibility for and has primary authority over the team
- ☐ The community coach has been provided with an orientation by the principal or designate that clearly communicates schools and district purposes, values and expectations with respect to student athletics as well as the Code of Conduct and school and district expectations with respect to relationships between students and the community coach
- ☐ All signed forms are completed and kept on file:
- Memorandum of Understanding Re: Community Coach
 - Permission for Community Coach to Supervise a School Team
 - Code of Conduct Form

Richmond SD #38 Volunteer Community Coach Checklist

During the season:

- ☐ For *practices*, the coach will mutually agree to, and inform the school principal of, a schedule that ensures knowledge of all practice times. The intention is that the community coach will maintain sufficient first-hand contact information about the team to the principal so as to be confident that she/he has a good personal understanding of team dynamics and would be able to recognize any situation that might require intervention or assistance.
- ☐ For *games*, the school principal will approve in advance the season on which a sponsor is not present at a game and will provide an authorizing letter to the Community Coach for the season, which letter the Community Coach will keep with him or her for presentation to game officials or opposing teams if requested. This permission will not include overnight field trips.
- ☐ The principal and athletic director must be fully informed at all times about all significant matters pertaining to the team or any individual players. The Community Coach will conduct all communications with the school and the Richmond Secondary School Athletic Association through the school's athletic director.

Reviewed By:

Principal: _____ School: _____

Date: _____

Athletic Director: _____ School: _____

Date: _____

Richmond School District Community Coach Program

2. District Philosophy (Richmond School District #38 District Policy 100)

Statement of Philosophy

The Richmond School District is dedicated to providing opportunities for all students to develop the attitudes, skills and knowledge which will enable them to enjoy a productive and satisfying life and to be positive, responsible participants in our democratic society and the global community.

As trustees, administrators, teachers and support staff within the school system we share this mission with the students, parents and community whom we serve. It is teachers, administrators and support staff who create opportunities for and provide assistance to students, and it is their knowledge, skill, energy, creativity and compassion, which support and nurture our young people in the process of education. Their success, however, is dependent upon the existence of a common vision, which results in collaborative action on the part of all concerned. The following beliefs are central to that vision.

We believe that since schooling is but one aspect of a child's education it is essential for schools to work in close cooperation with the home and the community. While the school is concerned with the development of the whole person, its prime responsibility is to provide a wide variety of learning opportunities, which will lay the foundation for life-long learning and prepare students to assume the responsibilities of adulthood. The home has prime responsibility for establishing a sound foundation of beliefs and behaviors for the student and for providing a healthy, stable and supportive environment, which will enhance the student's continuing growth and development.

We believe that students, parents and the community should share with trustees, teachers, administrators, and support staff in the selection and the shaping of our educational programs. As partners in the enterprise of education we share responsibility for its success: trustees are responsible for the development of policy directions and the stewardship of district resources; administrators are responsible for providing instructional leadership, supporting the work of teachers, guiding policy implementation and supervising district operations; teachers are responsible for facilitating student learning, designing effective learning environments and participating in program development; support staff are responsible for maintaining facilities, providing business functions, and assisting in the provision of programs to students; students are responsible for engaging with the learning activities that are provided and working with staff and parents to maximize their learning; parents are responsible for sharing in and reinforcing the educational endeavors of the school; and the community is responsible for supporting both families and schools.

We believe that an effective learning environment should engage the learner in an active, purposeful process of building positive, realistic attitudes towards both self and society; forming personal understandings; developing life-long skills; and acquiring a strong knowledge base. Schools should provide a setting that will reflect and assist the transition from childhood to

adulthood, promote self-esteem and enhance learning. As communities of learners, schools should be characterized by tolerance, respect, an enthusiastic climate of cooperative enterprise and a zest for learning on the part of students, teachers, administrators, and support staff alike. Since students vary widely in their backgrounds, needs and abilities, and since there is no single approach to learning, schools should adapt, their educational programs and services to the needs of each student insofar as an equitable application of resources will allow.

We believe that we will carry out our responsibilities for stewardship of the public school system and fulfill our educational function most effectively if at all times our focus is on the learner.

3. District Athletic Policy (Richmond School District #38 District Policy 503.6)

Interscholastic Athletic Competitions

The Board of Education (Richmond) acknowledges its responsibility to recognize and encourage students from schools in Richmond who win the right to participate in provincial athletic competitions in areas of activity related to school programs.

The Board will approve financial assistance to students and to sponsoring teachers in order to aid their participations in such athletic events as outlined in Regulation 503.6-R.

Intramural and Inter-Scholastic Athletics

The athletics' programme of the Richmond schools is designed to give students an opportunity to participate in team and individual sports on both an intramural and an inter-school basis. Cooperation and teamwork, skill, commitment, friendly competition, and good sportsmanship are stressed.

For students enrolled in the 9th to 13th year of an educational program, the Board endorses an inter-scholastic programme, but also supports a strong intramural programme. High standards of ethical and educational values are expected; and opportunities to benefit from athletic competition should be extended to all students, not only to those who are outstanding athletes. A constructive approach to sports and physical education for all students should be taken.

Sportsmanship

The Board acknowledges that sportsmanship and a sense of fair play should be an important component of all athletic endeavors. To this end, the Board encourages principals and teachers to emphasize the code of good sportsmanship during all school and school-sponsored athletic activities.

Safety During Physical Education and Athletic Activities

The Board of Education (Richmond) encourages staff members involved with the coaching of students for athletic competition and the teachers of physical education to hold a valid first aid certificate or equivalent.

4. Principles of the RSSAA (as outlined in the RSSAA Handbook)

The RSSAA came into being in 1969 at which time the Vancouver and District Inter-High School Athletic Association was decentralized. So, although the RSSAA is relatively young, it has an extensive historical background. It is based on policies which have been carefully developed and changed over a 100 year period. It views high school athletics as an educational enterprise and recommends that our programs continue to be based upon policies and principles such as the following:

1. Emphasis should be on the activity and not the result. Competition should be in the spirit of friendly rivalry.
2. To flourish, competition must be equitable. The Constitution must be adhered to strictly by all schools, teams and coaches.
3. Principals should take an active interest in the athletic program, viewing it as an essential part of the total educational process for many pupils.
4. Coaches should report to their principal any breach of desirable conduct or practice on the part of students or coaches.
5. Schools must honor all their commitments.
6. Adequate safety precautions should be undertaken at all times for both practices and games.
7. Coaches should not place unreasonable time demands on student-athletes. In high school athletics, the student-athlete should be a student first. Loss of instructional time should be kept to a minimum.

Universal observance of, and compliance with, the RSSAA, VSSAA, V&DIHSAA, and BC School Sports Constitutions By-Laws, Policies, Rules and Regulations will assure that our athletic programs will continue to flourish.

Universal observance of, and compliance with, the RSSAA program is due to the efforts of dedicated teachers and administrators and to the cooperation of thousands of student-athletes. **Our original programs were founded in order to maximize participation and to promote fair play. This philosophy must continue to be the keystone of the RSSAA philosophy.**

5. RSSAA Supervision Requirements (From RSSAA Handbook Section A.3.1)

The school team must be accompanied by a teacher-coach, teacher-sponsor, administrator or responsible adult approved by the Administrator, and in accordance with the applicable School District policy. The School Administrator must ensure that the supervisor adheres to the Athletic Program objectives, Guidelines for Community Coaches and Coach's Code of Conduct as outlined in the BCSS Handbook. The competition official and coordinator must be aware of who the adult supervisor is if that supervisor is a different individual than the coach. The supervisor must be in attendance for the duration of the competition.

6. Role of a Coach

Coach

Running the day-to-day business of the team

The coach is the primary person responsible for running the day- to day business of the team. It is expected that the coach act as role models for our student-athletes and exhibit the school's core values.

- The coach is responsible for the following roles
- Player selection
- Provide the athletic director with a list of players to be registered with BC School Sports
- Scheduling practices with the athletic director
- Developing and executing practice plans
- Working with players & parents to coordinate rides for away games
- Monitor and maintain team supplies and facilities
- Report scores after a game
- Report any discipline issues and complete forms as needed in consultation with the Athletic Director
- Be familiar with the RSSAA Handbook & RSSAA & BCSS Rules and Regulations.

7. Role of a Sponsor

Employee sponsor Supporting the role of the coach

Employee sponsors are only required for teams that have community coaches and are required to be present at ALL games (exhibition and league). The employee sponsor's role is to support the job of the coach and ensure coaches and athletes are representing the school appropriately.

Community coaches sometimes are not aware of school or department rules and policies and therefore may not enforce them strictly. Employee sponsors need to work closely with the coaches to set the tone of expected behavior and hold students accountable for his/her actions. His/her role include:

- Maintain contact with the coach(es) & athletic director regarding:
 - Player discipline
 - Academic standing
 - Injuries/medical concerns
- Distribute and collect player participation packages and team fees
- Monitor and maintain supplies and facilities
- Be present at all games & practices (when required)
- Ensure that community coaches and players are adhering to Athletics Policies
- Working with players to coordinate rides to and from away games
- Report any discipline issues and complete forms as needed in consultation with the Athletic Director
- Be familiar with the RSSAA Handbook & RSSAA & BCSS Rules and Regulations.

8. Role of the Athletic Director

Athletic director (AD) Oversees all teams, players, coaches, and employee sponsors.

The AD helps with the start up of the team, and once the season has begun, is there to support anyone involved with the team. Common requests for the AD include:

- Gym scheduling
- Rescheduling games
- Supplying coaching resources
- Replenishing team supplies
- Uniform distribution and collection to each team
- Dealing with discipline issues
- Assist team sponsors & coaches in understanding the RSSAA & BCSS Rules & Regulations
- Finding/Hosting tournaments
- Conflict Resolution

9. District Coaches Code of Conduct(Richmond School District #38 District Policy Related Resources)

This Code of Conduct has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their student athletes in becoming well-rounded, self confident and productive human beings.

- Coaches shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- Coaches shall uphold the rules and regulations of BC School Sports, the Richmond Secondary Schools Athletic Association and applicable Sport Commission.
- Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- Coaches shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Richmond Secondary Schools Athletic Association policy, Vancouver and District Inter-High School Athletic Association, Sport Commission policy or Tournament Organizer agreements.
- Coaches shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, gender or sexual orientation.
- Coaches shall respect the judgment and interpretation of officials without gesture or argument, and require student-athletes to do the same.
- Coaches shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- Coaches shall not use physical force of any kind in the conduct of coaching duties.
- Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interschool sport.
- Coaches shall not, under any circumstances, endorse, recommend or suggest the use of Performance Enhancing Drugs or Supplements by any student-athlete.
- Coaches shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student- athletes.
- Coaches shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- Coaches shall not, under any circumstances, require or imply that a student cannot or should not participate in any BC School Sports approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- Coaches shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.
- Coaches shall direct comments or criticism at the performance rather than the athlete.
- Coaches shall ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.

- Coaches shall be aware of the academic pressures placed on student athletes and conduct practices and games in a manner so as to allow academic success.
- Coaches shall ensure an environment for student athletes that is free of harassment. Harassment takes many forms but can generally be defined as behaviour, including comments and/or conduct, that is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment.

10. Recruiting (From RSSAA Handbook Section B1)

Recruiting is defined as a representative of a school, either directly or through another party, encouraging a student to attend a school other than that in whose catchment area he or she resides, for the purpose of being involved in extracurricular sport. The school representative could be a alumnus or any person representing themselves as a school contact.

RECRUITING

BCSS is strongly opposed to the recruiting of student-athletes. Recruiting runs contrary to BCSS's longstanding commitment to the principle that interschool athletic competition best serves the overall interests of student-athletes by being fair and balanced.

B1.1 RULES PROHIBITING RECRUITING

B1.1.1 No coach, administrator, athletic director or athletic coordinator shall, either directly or indirectly, recruit a student-athlete.

B1.1.2 For the purposes of these Rules and Regulations, to recruit is to encourage a student-athlete to attend a school other than the school into which the student-athlete's school feeds, for the purpose of participating in interschool sport, whether or not the student eventually attends the school.

B1.1.3 Without limiting the generality of B1.1.2, the following are deemed to be instances of recruiting:

- a) Permitting a student-athlete who is not enrolled at a given school or whose current school does not feed into the school to participate in:
 - (i) Team practices, workouts, camps, competition, meetings, travel, or other team activities, or
 - (ii) Open gyms, workouts, or similar activities intended for student-athletes enrolled at the school without the prior agreement of the student's current school.
- b) Offering financial inducements or incentives of any kind, including, without restricting the foregoing, inducements or incentives concerning fees, accommodation or transportation, to a student-athlete who is not enrolled at a given

school or whose current school does not feed into the school, in connection with a transfer by the student to the school for the purpose of participating in interschool sport.

- c) Encouraging a parent or legal guardian of a student-athlete who is not enrolled at a given school or whose current school does not feed into the school, to transfer the student to the school for the purpose of participating in interschool sport.
- d) Inviting student-athletes who are not enrolled at a given school or whose school does not feed into the school, or the parents or legal guardians of such student-athletes, to attend an information session, open house, fundraising meeting, or similar event the primary purpose is the promotion of the school's interschool athletic team(s) or program(s).

B1.1.4 Where a coach is approached by a student-athlete who is not enrolled at the coach's school or at a school feeding into the coach's school with inquiries concerning the school's sports teams or programs, the coach is strongly advised to direct the student athlete to the school administration

11. Electronic and Social Media

Every student has to sign a Media Release Form (see SA-53 Form in the Form Section of this Handbook) on behalf of their child. Students are not allowed to be photographed or video taped unless they sign this form has been signed and parental permission has been granted.

Cell phones have made our lives easier, but it also has made it dangerous, in that coaches and players can be video taped at any time. Coaches need to take precautions regarding cell phones.

For more information please see the FAQ: Technology Use, Information and Privacy in the Form Section of this Handbook)

FORMS

GUIDELINES FOR APPROVAL OF A COMMUNITY COACH

School District #38 (Richmond)

Selection and approval of a community coach is the responsibility of the principal of the school with whose students the coach will be working. This authority and responsibility is conferred by section 3 of Board of regulations 603.2-R *Field Trips*

Notwithstanding sections 3 (b) and (c) above, individuals approved by the school principals who satisfy criteria established by the Superintendent or designate are permitted to conduct practices and supervise students at games that do not involve overnight travel without the presence of an employee sponsor provided that:

- 1) There is an employee sponsor for the team or who bears primary formal responsibility for and has primary authority over the team;
- 2) The community coach has been provided with an orientation by the principal or designate that clearly communicates schools and district purposes, values and expectations with respect to student athletics as well as the Code of Conduct and school and district expectations with respect to relationships between students and the community coach;
- 3) The community coach has signed a Code of Conduct Agreement and a Communications Agreement: and

When selecting a volunteer community coach, a principal must ensure that the individual:

- has previous coaching experience in high school athletics for a minimum of three years, including a minimum of one year as a Head Coach at the school or in the community;
- is a minimum of 21 years of age;
- has a minimum of Level 1 Community Coach Development Certification as a Competitive Coach through the National Coaching Certification Program or has taken the District Coaching Certification Program;
- has a minimum level of Introductory First Aid
- has submitted a Criminal Records check; and
- if not personally known to the principal and athletic director, provides references from Association directors who have knowledge of this community coaches prior experiences

No exceptions to these guidelines may be granted except by the written consent of the Area Superintendent, which will be attached to the "Memorandum of Understanding Re; Community Coaching" that is signed by the volunteer community coach.

(On School Letterhead)

MEMORANDUM OF UNDERSTANDING RE COMMUNITY COACH

(Insert Date)

This memorandum confirms that - *insert coach's full name* - has been approved as a Community Coach for the - *insert team name, including school and sport* – for the – *insert school year* – school year and may, consequently, assume supervisory responsibility for student members of the team. This permission is intended to be granted in specific pre-authorized ways as further described below.

For *practices*, the coach will mutually agree to, and inform the school principal of, a schedule that ensures knowledge of all practice times. The intention is that the community coach will maintain sufficient first-hand contact information about the team to the principal so as to be confident that she/he has a good personal understanding of team dynamics and would be able to recognize any situation that might require intervention or assistance.

For *games*, the school principal will approve in advance the season on which a sponsor is not present at a game and will provide an authorizing letter to the Community Coach for the season, which letter the Community Coach will keep with him or her for presentation to game officials or opposing teams if requested. This permission will not include overnight field trips.

Communication Between Coach and Sponsor

The principal and athletic director must be fully informed at all times about all significant matters pertaining to the team or any individual players. The Community Coach will conduct all communications with the school and the Richmond Secondary School Athletic Association through the school's athletic director.

Principal's Name

Sponsor's Name

Coach's Name

Principal's Signature

Sponsor's Signature

Coach's Signature

The original of this signed form is to be kept on file at the school and a copy provided to the Athletic Director, the District Athletic Facilitator and the Area Superintendent.

(On School Letterhead)

PERMISSION FOR COMMUNITY COACH TO SUPERVISE A SCHOOL TEAM

(Insert Date)

This letter confirms that the undersigned individual is authorized by the school principal to act as a Community Coach for the undernamed team and has indicated his/her intention to abide by a Coach's Code of Conduct consistent with the values and purposes of the Richmond School District.

Permission is granted for the undersigned Community Coach to assume responsibility for the undernamed team without presence of an employee sponsor.

This permission is not to include overnight field trips.

Team Name _____

Coach's name _____

Sponsor's name _____

Principal's Name _____

The original of this signed form is to be given to the Community Coach and a copy is to be kept on file at the school.

COACH'S CODE OF CONDUCT FORM

School District No. 38 (Richmond)

The relationship between a coach and a student athlete is a privileged one. Coaches play a critical role in the personal and athletic development of student athletes. They are expected to model the fundamentally positive aspects of school sports and must recognize that they are the conduits through which the values and goals of school sports are channeled. Consequently, a coach's conduct must at all time exemplify and promote the values and purposes of the school district and a high level of sportsmanship.

Coaches are responsible for their own behaviour as well as that of their student athletes.

This Code of Conduct has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their student athletes in becoming well-rounded, self confident and productive human beings.

- Coaches shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- Coaches shall uphold the rules and regulations of BC School Sports, the Richmond Secondary Schools Athletic Association and applicable Sport Commission.
- Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- Coaches shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Richmond Secondary Schools Athletic Association policy, Vancouver and District Inter-High School Athletic Association, Sport Commission policy or Tournament Organizer agreements.
- Coaches shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, gender or sexual orientation.
- Coaches shall respect the judgment and interpretation of officials without gesture or argument, and require student-athletes to do the same.
- Coaches shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- Coaches shall not use physical force of any kind in the conduct of coaching duties.
- Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interschool sport.
- Coaches shall not, under any circumstances, endorse, recommend or suggest the use of Performance Enhancing Drugs or Supplements by any student-athlete.
- Coaches shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- Coaches shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- Coaches shall not, under any circumstances, require or imply that a student cannot or should not participate in any BC School Sports approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- Coaches shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

- Coaches shall direct comments or criticism at the performance rather than the athlete.
- Coaches shall ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- Coaches shall be aware of the academic pressures placed on student athletes and conduct practices and games in a manner so as to allow academic success.
- Coaches shall ensure an environment for student athletes that is free of harassment. Harassment takes many forms but can generally be defined as behaviour, including comments and/or conduct, that is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment.

Harassment may include:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behaviour that undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism; or
- physical assault.

Coach's Declaration

I have read and understand the above statements and agree to conduct myself in a manner that promotes and demonstrates the standards established in the Coach's Code of Conduct. If ever in doubt as to the action required of me as a coach I will seek the guidance of the Athletic Director or the principal.

Coach's Name

Coach's Signature

Date

The original of this agreement is to be kept on file at the school. The coach shall retain a copy and a copy shall also be provided to the employee sponsor and the Athletic Director.