

Sport: All Sports

Level/Grade: Junior Varsity/Varsity

Thank you for expressing an interest in becoming a coach at Saint Leo the Great School. It is because of our volunteers that we are able to sustain a successful athletic program.

Attached, please find various documents that will register your application and give you an idea of what being a coach at Saint Leo the Great entails.

First and foremost, we are governed by and follow the guidelines set forth by the Diocese of Trenton. The following are certifications that all coaches must receive before being considered for a coaching position:

- Criminal Background Check in accordance with Diocesan Policy. Currently, this is done with fingerprinting through IdentoGo
- Completion of Rutgers S.A.F.E.T.Y. Clinic
- Signed Volunteer Coach Application/Code of Conduct Form must be on file
- Completion of Virtus Awareness Session
- Completion of On-line Concussion Awareness Training
- CPR Certified

According to the Athletic Association By-Laws, coaches may be selected by the President of the Executive Board with the approval of the school Principal/Pastor/Athletic Director. This process will occur prior to each season as required by the Diocese. Coaches are responsible for meeting all responsibilities set forth in the By-laws and policies of the Association.

Once the necessary certifications are complete and forms submitted, your information will be reviewed and you will be notified of the decision as soon as possible.

Thank you!

# VOLUNTEER COACH REQUIREMENTS

As previously mentioned, the Diocese of Trenton has mandated that all volunteer coaches within the diocese have the following certifications/training. All copies of certificates and cards must be presented to the Athletic Association Executive Board at the time of applying for a position (unless documents are already on file).

- 1) **Fingerprinting** - Must be taken every 4 years and is done through Identigo. There will be a fee of approximately \$25. You will need a form to bring with you to your appointment. This form can be downloaded from the school website.
- 2) **Rutgers S.A.F.E.T.Y. Clinic** - This is a 3 hour training class that only needs to be taken once. Please see their website ([www.youthsports.rutgers.edu](http://www.youthsports.rutgers.edu)) for information on clinic schedules. This site continuously changes as clinics are added to the schedule. There will be a registration fee for this course.
- 3) **Virtus Training** - This is a 3 hour training class that only needs to be taken once. Please see their website ([www.virtus.org](http://www.virtus.org)) for information on clinic schedules. This site continuously changes as clinics are added to the schedule.
- 4) **Concussion On-Line Training Course** - This on-line training course only needs to be taken once. It takes approximately 40-45 minutes to complete. Please print the certificate of completion at the conclusion of the course. ([www.cdc.gov/concussion/headsup/online\\_training.html](http://www.cdc.gov/concussion/headsup/online_training.html))
- 5) **Volunteer Application/Code of Conduct** - Must be filled out, signed and submitted with all other paperwork. These forms are included in this document.

All paperwork must be submitted, dropped off or mailed to the Saint Leo the Great School Main Office, 550 Newman Springs Road, Lincroft, NJ 07738 (Attn: Coaches Compliance, Athletic Association).

Please e-mail any questions/comments to: [athletics@saintleothegreatschool.com](mailto:athletics@saintleothegreatschool.com)

# VOLUNTEER COACH APPLICATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SECONDARY E-MAIL (HOME OR WORK): \_\_\_\_\_

DATE RUTGERS S.A.F.E.T.Y. CLINIC COMPLETED: \_\_\_\_\_

DATE FINGERPRINTS COMPLETED (THROUGH SAGEM MORPHO, INC.): \_\_\_\_\_

PCN #: \_\_\_\_\_

DATE VIRTUS CLINIC COMPLETED: \_\_\_\_\_

DATE ON-LINE CONCUSSION TRAINING COMPLETED: \_\_\_\_\_

SPORT YOU ARE VOLUNTEERING TO COACH: \_\_\_\_\_

POSITION YOU ARE VOLUNTEERING TO COACH: \_\_\_\_\_

PRIOR EXPERIENCE COACHING YOUTH SPORTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE CHILDREN AT SAINT LEO'S? YES \_\_\_\_\_ NO \_\_\_\_\_

NAMES & GRADES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## COACHES CODE OF CONDUCT

Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. Therefore, it is essential for parents, coaches, and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sporting events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

I hereby agree that if I fail to conform my conduct to the foregoing while coaching in a youth sports event I will be subject to disciplinary action including but not limited to the following in any order or combination.

1. Verbal warning issued by a league, parish, school or diocesan official.
2. Written warning issued by a league, parish, school or diocesan official.
3. Suspension or immediate ejection from a youth sports event issued by a league, parish, school or diocesan official who is authorized to issue such suspension or ejections by the League Director, Parish Pastor or School Principal.
4. Suspension from multiple youth sports events issued by a league, parish, school or diocesan official who is authorized to issue such suspension by the League Director, Parish Pastor or School Principal.
5. Season suspension or multiple season suspension issued by the Athletic Commissioner of the Diocese.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_