

GRAND RAPIDS AREA CATHOLIC EDUCATIONAL ATHLETIC COUNCIL

Catholic United Coach/Coordinator Application

Please Read All Terms and Conditions Carefully

PURPOSE: This form allows the GRACEAC Commissioner and/or Individual Sport Coordinator(s) to follow a regimented process for the review and selection of coaching and coordinator positions for Catholic United programs. Prior to any individual being selected for a position as a head coach, assistant coach, or sport coordinator, they must first submit a completed application, agree to a background check, and be interviewed. The information collected will only be used as the basis for review and ultimate recommendation to the GRACEAC Commissioner and Office of Catholic Schools for final approval of appointment of the applicant to participate in a coaching or coordinator position.

Coaches' Mission

It is the purpose of the GRACEAC to encourage the healthy growth and development of our youth as they learn the fundamentals of our Catholic United sports. It shall be the purpose of all GRACEAC Catholic United coaches to foster the highest standards of faith-filled sportsmanship in the community by all members of the program. Coaches shall provide a safe and positive environment to encourage the growth and development of each student-athlete to the best of their ability. They must always reinforce the positive aspects of athletic participation such as faith, fun, camaraderie, teamwork, and sportsmanship. All GRACEAC coaches are expected to be familiar with the GRACEAC Handbook, including the *Roles and Responsibilities* for coaches.

Privacy Policy: GRACEAC collects information from coaching applicants for the purposes of determining eligibility and suitability and to conduct background investigations necessary to insure the safety of our coaches. We will not collect any information that is not reasonably necessary to participate in this program. Except for the information necessary to conduct background investigations, we will not disclose applicant information to any third party.

Instructions: Please fill out ALL information requested. No person shall be considered for any position within the GRACEAC Catholic United coaching staff until a completed application is submitted and approved by the GRACEAC Commissioner and Individual Sport Coordinator. Also, by volunteering you agree to follow all rules and regulations as set forth by GRACEAC, and understand that failure to comply with all rules can result in termination as a coach.

Inquiries: Please direct all inquiries about this application to the GRACEAC Commissioner, Conrad Cuncannan at: ccuncannan@grcatholicschools.org

Return completed application to:

Diocese of Grand Rapids

Office of Catholic Schools

Attn: GRACEAC

ccunannan@grcatholicschools.org



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PERSONAL INFORMATION: Please print legibly.

First Name: _____ Last Name: _____

Alias: _____

Address: _____ City: _____

State: _____ Zip: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Employer: _____ Occupation: _____

Shirt Size: _____

Driver's License #: _____ DL State: _____

Birthdate (XX/XX/XXXX): _____

A copy of a valid government-issued photo identification must be attached to this application.

CRIMINAL HISTORY:

Have you ever been convicted of any criminal offense in any state? (other than traffic offenses):

☐ YES ☐ NO

Are you subject to any civil restraining order or any type of civil action relating to child or domestic abuse?

☐ YES ☐ NO

If you answered YES to either question, please provide dates, charges, and an explanation:



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COACHING INFORMATION: Division(s) in which you desire to coach or coordinate this season.

	3rd/4th	5th/6th	7 th	8 th
Flag Football				
Tackle Football				
Sideline Cheer				
Competitive Cheer				
Cross Country				
Track				
Tennis				
Skiing				
Boys Lacrosse				
Girls Lacrosse				

I am applying to be: ☐ Head Coach ☐ Assistant Coach ☐ Sport Coordinator

Do you have any children participating in the league? ☐ YES ☐ NO

Have you ever played for, coached or been involved with the league in the past? ☐ YES ☐ NO

What experience do you have working with other youth organizations?

Are you currently CPR / First Aid certified? ☐ YES ☐ NO

Can you attend all Practices, Games, Equipment Distribution? ☐ YES ☐ NO

Pleas rate your knowledge of the following topics with regard to your sport by checking the appropriate number.

1 = Unfamiliar

2 = Somewhat Familiar

3 = Very Familiar

> Rules of the sport: ☐

> Developing sportsmanship: ☐

> Equipment knowledge: ☐

> Working with parents: ☐

> Organizing a practice: ☐

Briefly Describe your coaching strategy: _____

Briefly Describe how you motivate youth: _____

CHARACTER REFERENCES: List personal references (no relatives)

Name: _____ Phone: _____

Name: _____ Phone: _____



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I UNDERSTAND THAT:

- A. The information that I have provided may be verified, if necessary, by obtaining a record check and/or contacting persons or organizations that may have information concerning me. I hereby release and agree to hold harmless any person or organization that provides information.
- B. In signing this application, I affirm that the information I have given is true and correct.
- C. In signing this application, I acknowledge that I am familiar with the GRACEAC Handbook rules, regulations, and procedures, including the *Roles and Responsibilities* for Coaches.
- D. All coaches or representatives for the GRACEAC are expected to maintain the highest standards in sportsmanship and to display these standards, by example, for the benefit of their team.
- E. Coaches may be required to complete league certifications prior to start.

Signature of Applicant: _____

Date: _____

I certify that if employed in a Catholic educational institution, as a condition of employment I will support and exemplify in conduct both Catholic doctrine and morality as articulated in the Catechism of the Catholic Church. I will be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not advocate, encourage or counsel belief or practices that are inconsistent with the Catholic faith.

Signature of Applicant: _____

Date: _____



GRACEAC COACHES CODE OF ETHICS

I hereby pledge to live up to my coach's certification and to the code of ethics set forth by the GRACEAC.

- ☐ I will lead by example both on and off the field demonstrating fair play and sportsmanship.
- ☐ I will place the spiritual, emotional and physical wellbeing of my players ahead of a personal desire to win.
- ☐ Injured players will be removed from all practices and/or games whose health is questionable.
- ☐ I will not allow ineligible players to participate and will bring to the attention of the Individual Sport Coordinator any information that affects the eligibility of said player(s).
- ☐ I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- ☐ I will endeavor to make every player know that they have value, regardless of their skill level or playing time.
- ☐ I will reinforce the importance of scholastic as well as athletic achievements.
- ☐ I will do my best to provide a safe playing situation for my players.
- ☐ I will do my best to organize practices that are fun and challenging for all my players.
- ☐ I will be knowledgeable and abide by both GRACEAC and league rules and regulations at all times. I will teach these rules to my players.
- ☐ I will make certain that all players are given an opportunity to play the required minimum number of plays according to the GRACEAC rules.
- ☐ I will not run-up the score on a weaker opponent.
- ☐ I will provide a sports environment for my team that is free of drugs, tobacco and alcohol and I will refrain from their use during all practices, games and any other team events.
- ☐ I will remember that I am a youth coach, and that the game is for the **children** and **not adults**.
- ☐ I will not berate a player at any time.
- ☐ I will not involve any children or adults in any dispute or complaint that do not directly involve them personally (i.e., team meetings, phone calls, etc.) to discuss disputes or complaints.
- ☐ I will only recruit kids to participate in GRACEAC, not to participate on any specific team or squad.
- ☐ I will not incite fans or spectators into actions unbecoming the game.
- ☐ I will abide by any decision of the GRACEAC Commissioner and Individual Sport Coordinator concerning matters related to my team.
- ☐ I will treat opposing teams, coaches, volunteers, and referees with respect at all times.
- ☐ I will be an example of respect for authority to my players by accepting decisions of game officials.
- ☐ Any disputes between members of a coaching staff shall be handled in private, away from children and spectators.
- ☐ **Public outburst will not be tolerated!** Disputes of any kind shall be handled in a calm adult manner in accordance with GRACEAC's Grievances Procedure.
- ☐ I will approach coaching as a ministry to youth and incorporate prayer into all practices and contents.
- ☐ I am familiar and agree to implement the *GRACEAC Handbook*, specifically the *Roles and Responsibilities for Coaches*, attached.

I agree to abide by all the GRACEAC Coaches Code of Ethics as set forth herein and as amended from time to time. I understand that failure to follow the Code of Ethics may result in my immediate removal, suspension or other actions deemed appropriate by the GRACEAC Commissioner or Individual Sport Coordinator.

Signature of Applicant: _____ Date: _____



Individual Sport Coordinators

Individual Sport Coordinators (ISC) are appointed by the GRACEAC Commissioner for Catholic United programs only. ISCs are the primary administrator of their respective program. If a Catholic United program does not have a designated ISC, the GRACEAC Commissioner must fulfill all ISC responsibilities, outlined below.

- Ensure Catholic/Christian values of Catholic United programs.
- Uphold GRACEAC policies/procedures set forth in this handbook.
- Serve at discretion of GRACEAC Commissioner.
- Represent GRACEAC at outside leagues.
- Communicate GRACEAC and outside league information to coaching staff(s) and participants as appropriate.
- Facilitate coach professional development.
- Act as representatives to outside leagues.
- Schedule volunteers as needed.
- Assign hosted event/game duties (e.g., trainers, clock, scoreboard, gate, chains, course layout, etc.).
- Validate team rosters, including student athlete eligibility.
- Participate in securing and vetting coaches and assistant coaches.
- Mentor coaches and provide coach oversight, evaluation, and supervision.
- Provide conflict resolution.
- Enforce eligibility rules and requirements.
- Secure and maintain inventory, gear and uniforms.
- Distribute and collect inventory, gear and uniforms.
- Distribute and collect coaching bags and equipment.
- Organize hosted contests.
- Schedule team photos.
- Secure facilities and oversee field/court prep and maintenance.
- Coordinate fundraising under the direction of the GRACEAC Commissioner.
- Facilitate annual budgeting.
- Oversee and coordinate individual season schedules.
- Arrange for coaching apparel.
- Schedule/arrange team pictures and spirit wear sales.
- Arrange and administer pre-season coach meetings.



Coaches

GRACEAC coaches must:

- Promote physical, mental, spiritual, social and emotional well-being of all participants.
- Be VIRTUS trained (or the Christian-school equivalent) and possess Standards of Ministerial Behavior form.
- Be MDHHS Concussion Awareness certified.
- Accept any eligible students who wish to participate/GRACEAC maintains a no-cut policy. Recognizing that all students who wish to participate should be encouraged to take part in the athletic programs other than for disciplinary, health or safety reasons.
- Practice no more than two hours per day.
- Play student athletes at least the designated minimum playing time per GRACEAC policy.
- Encourage and maintain an atmosphere focused on sportsmanship and healthy competition.
- Respect communication protocols.
- Adhere to coaches' decorum and uniform compliance set by National Federation of High School Sports or other applicable national governing bodies.
- Inform teams of basic game uniform rules. Rules for game uniforms are set by the National Federation of High School Sports or other applicable national governing bodies.
- Report game scores within 24 hours to the GRACEAC.

In addition to the responsibilities, outlined above, Head and Assistant coaches for GRACEAC Catholic United programs must also:

- Comply with GRACEAC communication protocols.
- Comply with outside league requirements/certifications, including MHSAA where designated.
- Nominate assistant(s), where appropriate, and veto assistants proposed by GRACEAC. GRACEAC CU coaches may not hire or designate assistant coaches without approval of ISC and GRACEAC.
- Report all roster drops to ISC and/or GRACEAC Commissioner

In addition to the responsibilities, outlined above, Head and Assistant coaches for GRACEAC Catholic United programs must not:

- Alter GRACEAC issued equipment without approval of ISC.
- Incur reimbursable-expenses without prior approval from ISC.

