



Ministry Position: Sports League Coach

Date Last Reviewed: July 2019

◆ Position Overview

The Sports League Coach prepares and instructs the children on how to play the sport, focusing on fair play and team spirit.

◆ Activities/Responsibilities

- Maintain contact list of sports team members
- Maintain a list of emergency contacts of the team members
- Coordinate and run all scheduled practices and games
- Create and maintain a list of all team practices and games that must be given to the Pastor and circulated to all team members and their parents/guardians
- Ensure that all team members have written permission and/or consent forms signed by their parents/guardians prior to joining the team
- Teach the team members the fundamentals of the game appropriate to their age level
- Supervise the team members at all times during practices and games
- Be present with at least one other adult volunteer during all practices and games
- Be available to speak with parents/guardians regarding their children’s participation and progress
- Ensure parents/guardians make arrangements to drop off and pick up team members, and communicate these plans to the Sports Coach
- Be available for meetings as required

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:
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◆ Skills, Experience and Qualifications

- Must be at least 18 years of age
- Registered with the parish at least 2 years



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- Recognized within the parish community as a person of good reputation
- Has participated in a similar sport's league for at least 2 years
- Has appropriate knowledge and skills associated with the particular sport being played
- Has appropriate leadership and facilitation skills.
- Has good organizational skills
- Has an ability to relate and communicate effectively with others, especially children and youth
- Has the ability to delegate and follow up
- Must be flexible and tactful in relating to youth and their parents
- In cases of emergency, knows contacts and/or procedures

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest, dependable and has a good sense of fairness
- Energetic and enthusiastic
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and training provided by previous Sport's League Coach.

◆ **Participant Group**

Sports League players and their parents and/or guardians.



◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly impact the social well being of the youth within the parish community.
- Will further develop leadership skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be available to attend all regularly scheduled meetings
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

<p>This Ministry Position Description accurately reflects the ministry of Sports League Coach currently practised at, _____ Parish.</p>		
<p>Pastor’s Signature</p> <p>_____</p> <p>PASTOR NAME</p>	<p>Parish Volunteer Screening Coordinator’s Signature</p> <p>_____</p> <p>COORDINATOR NAME</p>	<p>Date</p> <p>_____</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department