

## Bullet list for Coaches

- Athletes Code of Conduct: This should be read at first practice. Athlete must sign and return to SWLA)
- Parents Code of Conduct: This should be read at first practice. Parent must sign and return to SWLA
- Coaches Code of Conduct: All coaches will read, sign and return this to SWLA/keep in coach's binder
- Physicals: All physicals are valid for one year from the date on the physical. Physicals are all uploaded and stored in the "Physical" folder on google drive. Physicals are not turned into ACEL, but must be up to date and accessible at any given time.
- Birth Certificates: Every athlete must have this turned in by league meeting for the sport. Every athlete must turn this in every year. Every sport will have their own folder on google drive where all birth certificates will be stored and shared with ACEL. Coaches will be able to share these birth certificates with each other via google drive.
- Concussion training: Every coach including assistants must annually renew their class regarding concussions. This should be done by the 1<sup>st</sup> practice of the season. Training can be done at the following website: [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html) Certificates must be stored under each sports folder on google drive.
- ACEL Roster: Download roster from theacel.com Complete names and grades by reviewing the previous sport rosters. Grade sheet can be found on google drive. Upload roster to google drive.
- Concussion info sheets for parents and athletes: All athletes and parents must sign that they received info about concussions. Players and parents simply sign the new player app that they received this information. Flyers for both can be found at this website: <http://www.cdc.gov/concussion/HeadsUp/youth.html>
- All parents must be informed that they will help at games in both the concessions stand and gate. All parents must know that games are not free and that all parents are charged an entry fee into the games. Schedules will be made and it is asked for a parent to volunteer to help organize this.
- All new families must fill out a new member form found on the website swla-hac.com and email it to [swlahomeschool@gmail.com](mailto:swlahomeschool@gmail.com). Requirements for new families are outlined on the form.
- Grades will also be turned into the league during the season of play. Sometimes this is done twice within one given season. All athletes must maintain a 2.0 gpa while in season and for the quarter prior to the season.
- VERY IMPORTANT AND MUST BE DONE THIS WAY: All fees are due at the agreed upon dates and must be given to the Treasurer. If anyone has a financial need they must approach the board for an extended payment plan. Address for Jeremy Caldwell: 1559 W Houston River Rd, Sulphur, LA 70663

- All coaches will submit a breakdown of the player's fee to the board for approval. All purchasing of jerseys must be approved by the board. All players on the roster must pay fees prior to the start of the season. ALL PARENTS MUST KNOW THAT UNIFORMS BELONG TO THE KNIGHTS.
- All coaches (both head and assistants) must have completed an application with the athletic director and executive board. This consists of a letter and interview.
- Prior to season all coaches need to check with Treasurer for available funds. Any purchase(s) greater than \$200 must first be approved by the board or may be subject to not being reimbursed.
- In order to participate all athletes must follow this ACEL rule: 2.6. For the purposes of participation on a ACEL home education athletic association team, a homeschool student-athlete must spend 51% of their class time in the home setting, unless the student athlete is a graduating senior, in which case he or she may spend up to 66% of their class time outside the home setting. Any student taking classes through a state approved public school, virtual school, charter school, or any blending of such that will result in the student receiving a diploma from such school, does not meet the definition of a ACEL homeschooled student.
- All athletes and parents should be aware of this ACEL rule regarding the forfeit of a game: 4.3. Any team choosing to not make a road trip to a league game or a play-off game regardless of the reason will be assessed a forfeit fee of no less than \$500.00 for league games and \$1000.00 for playoff games (the total amount to be determined by the League Director/Executive Board), and assessed a charge to reimburse the play-off home team for expenses and lost revenue (the total amount to be determined by the League Director/Executive Board).
- All coaches need to read and understand all the rules put forth by ACEL. They can all be found at this link: <http://www.theacel.com/rules.html>
- All coaches need to assign a non-board member parent/spouse to be the assigned team's secretary. This person will be the liaison between the board and the team for the following: this person will be responsible for all the above paperwork, collecting all fees and turning into the Treasurer, etc. The coach needs to notify the board of who this person is by the start of the practice season. The coach needs to make sure the team parent has read the team parent duty sheet and understands all involved.