



**LORETO SECONDARY SCHOOL,
CLONMEL**

Procedures for the Use of External Sports Coaches

**Ratified by
The Board of Management
on 20th May 2024**

Development of Procedures.

These procedures were developed by the Board of Management following consultation.

Aims

- To enable students to be exposed to a wide variety of sporting experiences.
- To avail of coaching at the highest level.

Guidelines

- All coaches will be vetted as per Circular 0031/2016 (or any newer circulars that come into effect in the future)
- At every stage during coaching, coaches should be receptive to advice from the PE Department.
- If the coach is awaiting vetting a member of school staff will be present at all sessions.
- Coaches are expected to adhere to the school's Code of Behaviour.
- All performance and conduct is reviewed regularly.
- Please note that Loreto Secondary School reserves the right to terminate the coaching, when deemed necessary.
- Should issues arise, such as but not limited to, injury or student behaviour, a report should be made immediately to the accompanying school staff member and/or the principal within 24 hours.

Induction of coaches

- Coaches will, prior to commencing their work, be provided with an orientation to the key personnel, ethos and work of the school. This orientation shall involve coaches being provided with an information pack that will include details of key school policies, in particular the school's Student Code of Behaviour, Child Protection and Health and Safety.

Professional Conduct; Coaches are expected to:

- Be professionally presented in terms of attire, appearance and deportment while on the school premises.
- Be punctual and remain with the assigned group for the duration of the coaching session.
- Be responsible for their own equipment/gear/first aid on match days and during training.
- Ensure all playing areas are left as found at the end of each training session or match.
- Respect the privacy and confidentiality of all members of the school community
- Show interest and enthusiasm in the preparation and coaching of lessons.
- Show interest and enthusiasm in all the work done by the students and to praise all students equally.
- External coaches may also be asked to be responsible for booking buses, organising fixtures, paying referees, collecting bus money and then handing this to the school office.
- Should issues arise, such as but not limited to, injury or student behaviour a report should be made immediately to the accompanying school staff member and/or the principal within 24 hours.

Loreto Secondary School is a vibrant and positive school environment and all external sports coaches are expected to reflect this ethos and support the mission statement in all their dealings with staff and students.

This procedure was agreed on the date noted below.

Signed: 
_____ **Date:** 20th May 2024
Ms. Mary Ryan, Chairperson of Board of Management

Signed: 
_____ **Date:** 20th May 2024
Ms. Anne Mc Grath, Principal