

Communication

Every good team environment requires constant communication. Please be sure to e-mail your team every Monday regarding the week's upcoming schedule and touch upon some of the highlights from the past week and what you will concentrate on for the upcoming week. Additionally, every team needs a google calendar set-up in the summer that has the full year's schedule outlined. This calendar will need to be constantly updated as the schedule changes as games/practices get scheduled (or rescheduled). Parents should be able to see the whole season's schedule prior to the start of any season. Another way to address last minute changes so as weather cancellations is some type of group text. This way, if there is a last-minute unexpected change, you have the capability to get the word out to the entire team. Tournament selection needs to be done well in advance so parents can plan around that weekend (as you are asking parents to basically take off that weekend of the event). Most team problems can be curtailed with constant communication.

Finally, be responsible for:

(i) Arranging coverage for any missed practice or missed game - If an employee needs to miss a practice or game, coverage for such missed session should be by another approved Club employee or other representative. A parent replacement will only be appropriate if no approved Club employee is available. Notify your supervisor any time you will be absent from a practice or game, along with the name of the employee that is covering that practice or game. The covering employee will be entitled to \$75 for the covered session which shall be deducted from the missing employee's salary.

(ii) Using facilities as scheduled - If a team is scheduled to use a facility (especially a facility that we pay by the hour in advance of usage like Resolute or Willis), that team must use the facility or find a substitute team to use that space. If the facility goes unused, the cost of the rental time for the vacant space shall be deducted against employee's next paycheck. i.e. if you are scheduled to use two courts at Willis on a Wednesday from 6 pm - 7 pm and you don't use that time and don't find a replacement team (meaning the space was paid for but went unused), the \$100 it cost for such space shall be deducted against the employee's next paycheck.

Please try to carefully read emails that come from Sporting Columbus throughout the year. Sporting Columbus staff work hard to provide specific coaching and administrative information to help you have the best season possible. The emails that do come across are important and you or your team will likely miss out on something important if you are not reading Sporting Columbus emails.