



Coaching Application

Thank you for your interest in joining our coaching team at Holy Cross Academy. We feel that our coaches play an integral part in the development and character of our student-athletes. We require that our coaches not only support our student-athletes in the development of their God-given athletic gifts, but encourage them to compete with dignity and respect for their teammates and opponents - to become true sportsmen and women.

Prior to filling out this application, please read our HCA's Athletic Program Philosophy and Guidelines document located on our website. Thank you.

Name: _____ Date: _____

Address: _____
City Zip Code

Phone: _____ Cell Phone: _____

E-mail: _____

Sport Interested in Coaching: _____

Head Coach or Assistant? _____

Coaching Experience:

Coaching Philosophy:

Coaching Availability:

Please share what evenings and times of the week you are available.

Holy Cross Academy is mandated by the Arlington Diocese to uphold the "Protecting God's Children Program". All of our volunteers 18+ years of age, who have consistent contact with our students complete a volunteer background check and attend a Virtus Seminar in order to be compliant and eligible to work with children. The background paperwork must be submitted and approved before anyone can volunteer in any capacity where children are involved.

We take this program very seriously, as we realize that our children are priceless gifts from God. To begin the process of compliance, please contact our School Office to obtain a packet. Our staff will assist you in completing all necessary paperwork. Please call 540-286-1600 with any questions. To learn more about the Diocesan program visit the Arlington Diocese website at www.arlingtondiocese.org/childprotection.

Are you currently compliant with the Diocesan "Protecting God's Children Program"?

Yes or No (please circle)

Please return completed Application to our front office. Thank you very much for your willingness to give of your time and talent for the sake of our children.

The Athletic Director (AD) is responsible for the financial management of the organization. The AD prepares the budget and is responsible for the collection and disbursement of funds in cooperation with the business manager of the school.

The following procedures are in accordance with Diocesan audit and finance policies:

All funds that are collected must be submitted to the AD as quickly as possible.

Funds are never carried out of the building or home with any individual.

Until funds are counted and submitted, they are to be stored in the school office.

Two persons must count the funds together and submit them to the AD.

The AD will submit funds to the business manager in a timely manner along with proper documentation. If the AD cannot submit the funds immediately, they will be stored in the front office.

The AD will request all disbursements from the business manager.

All payments must be made by Holy Cross Academy check or credit card. Cash or personal checks or credit cards may never be used.