



## COACHES ON-DUTY & OFF-DUTY RESPONSIBILITIES POLICY

**Effective Date:** January 3, 2026

**Applicable To:** All ZSPORTS Academy Coaches, Technical Staff, and Volunteers

### 1. Purpose

The purpose of this policy is to clearly define the professional expectations, responsibilities, and standards of conduct for ZSPORTS Academy coaches while on duty and off duty. This policy promotes accountability, professionalism, and consistency.

### 2. Core Principles

All ZSPORTS Academy coaches are expected to uphold the values, vision, and reputation of the academy and act as positive role models at all times.

### 3. On-Duty Responsibilities

When on duty, coaches must behave professionally, represent the academy appropriately, prioritize player welfare, and maintain punctuality and preparedness.

### 4. Off-Duty Responsibilities

While off duty, coaches must conduct themselves in a manner that does not negatively impact the reputation of ZSPORTS Academy, including on social media.

### 5. Availability, Absence & Communication

Coaches must communicate in advance when unavailable due to family, health, work, or personal reasons. Emergencies should be reported as soon as possible.

### 6. Accountability & Discipline

Failure to comply with this policy may result in disciplinary action including warnings, suspension, or termination depending on severity.

### 7. Acknowledgement & Agreement

By signing below, the coach acknowledges understanding and agreement with this policy.

Coach Name: \_\_\_\_\_

Role / Team: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_