



## **Coaching Staff Job Description**

Immediate Supervisor: Athletic Director

### **Coaches will:**

- \*Instruct Leadership
- \*Set goals and teach students how to obtain them
- \*Develop team-work skills
- \*Teach students how to apply athletic lessons to success in life
- \*Make the athletic experience fun
- \*Set high standards for language and be a good example. No profanity
- \*Be positive
- \*Be firm, fair and consistent in discipline and other team and individual matters
- \*Motivate your team
- \*Make all participants feel important by allowing for playing time whenever possible
- \*Understand that middle school participation is mandatory
- \*Communicate with parent

### **Coach Pre-Season Responsibilities**

Each coach of an athletic team has certain duties and responsibilities, which shall be completed prior to and at the beginning of a sports season. These duties include:

- \*Collect from each participant a current physical examination form completed by a doctor for the current school year. (Physical is good for one year on file) No student will participate in any tryouts, practice, or contest without an exam on file
- \*Distribute Athletic Handbook to Student-Athletes
- \*Discuss Team rules, regulations, and requirements
- \*Distribute practice and contest schedules
- \*Inspect equipment and uniforms
- \*Submit a list of all athletic participants to the athletic office for the master eligibility list before first contest



- \*Inventory of all equipment
- \*Issue equipment to participants

### **Coach In-Season Responsibilities**

Each coach of an athletic team has specific responsibilities, which shall be carried out during the time the season is in progress. These duties include:

- \*Daily practice sessions (planned and organized)
- \*Supervision of athletes. YOU are responsible for your team's behavior at all times when you are with them.
- \*Supplies and Equipment security
- \*Indoor Sports (Volleyball and Basketball) need to sweep and clean the gym floor after every game and practice.
- \*Report athletic injuries. Report all injuries within 24 hours from the time the injury occurs to the Athletic Trainer
- \* Get written doctor and parent approval following serious injuries or illness that required care/treatment by a doctor BEFORE athlete is allowed to participate in practice/contest
- \*Athletic training and First Aid is your medical limit as a coach, do not give medical treatment that is suitable for a medical professional
- \*Report any additions to the team roster immediately to the athletic office to be added to the master eligibility list
- \* Head coaches are responsible for reporting ALL game results on the Bronco Mobile App
- \*Varsity Head Coaches are responsible for reporting ALL game results on TAPPSTER
- \*Enforce Athletic Handbook and Team Rules
- \*Adhere to and support the academic eligibility of your student-athletes
- \*For excused absences from class due to sports, it is the student's responsibility to check with the teacher prior to the absence, if possible, for the assignments. Remind your athletes to check with the teachers whose classes they will miss and receive the assignments BEFORE they leave for the game
- \*Ride the bus with your athletes to all contests
- \*All athletes are expected to travel to and from all away contests in transportation provided by or arranged by the school. Boys and girls will not sit together



\*In case of personal or family inconvenience, other travel arrangements may be made with the coach. If the parent of the athlete wishes for the athlete to ride home with an adult (other than the parent), they must provide the coach with written notification 24 hours in advance. Athletes will only be released to adults (over age 18). Parents/legal guardians transporting their own children from away games will need to sign their student out with the coach. Upon departing the contest, the coach will have a team roster to check attendance. The coach will then be responsible for transporting students whose parents did not check them out.

### **Coach Post-Season Responsibilities**

Each coach of an athletic team has certain duties and responsibilities, which shall be completed at the close of a sports season. The duties include:

- \*Collect all uniforms and equipment in a timely manner
- \*Inventory and storage of supplies, uniforms, and equipment
- \*Complete the end of the season report and submit it to the Athletic Department
- \*Formally evaluate your coaching staff
- \*Evaluate your program and look for ways to improve on and off the field/court
- \*Plan and speak at sports chapel (formal and informal) including parents, family, and student-athletes
- \*Present district awards at sports chapel
- \*Assist athletically capable senior athletes in every way possible to obtain financial assistance to participate at the college level. (Scholarships, grants, financial aid, etc)
- \*Adjunct coaches must turn in keys to the athletic office after their final season
- \*HS coaches attend TAPPS general meetings in June