

## **HEAD COACH DUTIES**

The head coach shall coordinate the total program. The head coach shall be directly responsible to the athletic director and principal for coaching duties and responsible to the building principal for teaching duties. The head coach shall be an enthusiastic supporter of the total athletic program.

The head coach shall have the following duties and responsibilities:

1. The term “coaches” will apply to persons hired to coach or supervise a specified sport or activity. Coaching is an appointed duty.
2. The coach will be in complete charge of all students that report for a given sport or students that enroll in any activity or class with that coach.
3. The coach will check with the principal as to the eligibility of each athlete. The coach, or coaches, will not permit a student who is not eligible to participate until such time as the principal reinstates the student to full eligibility.
4. The coaches will be responsible for the care of the gym and other buildings, football field and baseball fields used in their sport or activity. This regulation also covers all equipment and materials used in carrying on the program.
5. The coaches will be responsible for the locking of the dressing rooms during practice and games. The gymnasiums and dressing rooms are to be unlocked only when coaches are present. Nothing contained in this policy shall prevent the board of education from acting on its own volition in use of school gymnasiums.
6. The coaches will supervise the dressing rooms and take whatever steps are necessary to eliminate the use of profanity, unnecessary horseplay that may be dangerous, and the rifling of lockers during dressing periods.
7. The coaches must be alert and take all necessary precautions to avert, eliminate, and reprimand players for conduct and behavior that is unsportsmanlike and a discredit to the school. The coaches will set an example for their players.
8. The coaches will set up whatever regulations they deem necessary as to practice regulations, absences from practice, makeup practices, training, curfew, conduct off the field and other items that are advisable to promote and create a desire to participate in a well rounded athletic program. (When a coach is new to the system, be sure and check with the supervising administrator on discipline procedures and other coaches in the system should keep the administration advised on students’ conduct. Coaches should work together to create a system whereby students are treated equally in regards to discipline in the different sports or other activities.)
9. The coach will report to the principal and superintendent any loss of equipment by the student, abuse of privileges, defacing of building or equipment by the students.
10. The coaches will devise plans to check out equipment and insure its return to the school after use, or at the end of a season.

**HEAD COACH DUTIES (Cont.)**

11. The coaches will check with the athletic director concerning needs above those in the approved budget and all orders must be approved by the athletic director and the superintendent.
12. The coaches are to arrange for transportation with the athletic director and transportation director of the school. No trip or means of transportation will be sanctioned without this approval.
13. In the event coaches must use private automobiles for transporting players to and from a contest, they must keep an accurate account of miles driven and they will be reimbursed. This should be paid by check from the athletic account.
14. Coaches will remain “on duty” until the school day is completed, especially when that particular sport is not in season.

Coaches are expected to perform their classroom assignments in the same manner in which they are expected to perform their coaching assignment(s). Coaching is not to be achieved at the expense of the classroom assignment(s).

Coaches are expected to develop a winning atmosphere for all participants.