

## DUTIES AND RESPONSIBILITIES OF COACHING PERSONNEL

All Coaches are expected to exemplify the mission statement of Stonington High School Athletics at all times, and to act as role models and ambassadors to the Stonington Athletic Program and Stonington Public Schools.

### A. Head Coach Job Description

#### Qualifications:

- Temporary/Five-Year Renewable Coaching Permit.
- Valid CPR/AED and Standard First Aid Certificates.
- Has previous coaching experience in the assigned sport.
- The head coach must have substantial knowledge of the technical aspects of the sport and, at the same time, must continue to examine new theories and procedures pertinent to the field.

#### Job Goal:

The goal is to instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, sportsmanship, self-discipline, and self-confidence.

#### General:

- The success of athletic programs has a strong influence on the community's image of the entire school system. Public exposure is a considerable responsibility. Also, community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
- The position includes other unusual aspects such as extended time, risk-of-injury factor, and due process predicaments.
- It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

#### Duties and Responsibilities:

- Take ownership of your sports program at all levels.
- Establish a fundamental team philosophy and team goals.
- Be responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction and enforce all rules of the N.F.H.S., C.I.A.C., and the E.C.C. as they pertain to the respective sport.
- To attend and prepare a pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations for your program.

- Adhere to injury and concussion protocols dictated by the SPS Nursing staff and SHS Athletic Trainer.
- To coach individual participants in the skills necessary for excellent achievement in the sport involved.
- Be familiar with and adhere to the Student-Athlete Handbook and school board policies, particularly pertaining to nondiscrimination, anti-harassment, bullying, mandatory reporting, and student confidentiality.
- Be familiar with FamilyID and the functions for which coaches are responsible (Eligibility, Approval, and Medical Needs)
- To promote respect by example through appearance, manners, behavior, language, and conduct.
- Establish and maintain open, professional, respectful communications with students, parents, teachers, the athletic director, and the administration.
- To ensure proper warm-up and conditioning programs in an effort to reduce the risks of injury.
- To supervise and evaluate assistant coaches, assign duties, and conduct staff meetings as necessary at all levels.
- To properly supervise all athletes at practice, in transit, and at games. No athlete should be left after a team activity without a coach supervising their pick-up.
- To inspect all equipment (oversee the issuance and collection of equipment/uniforms) in a timely manner. Maintain an equipment inventory, keep records, enforce rules regarding care of equipment, and advise the Athletic Director as to reconditioning needs.
- To monitor the academic progress of team members during the season.
- Establish Team rules that correlate with the SHS Student Athlete Handbook. Communicate with students and parents your required code of conduct, including consequences for violations.
- Be responsible for submitting budget requests in a timely manner (before the season ends).
- Submit/Enter proper end-of-season information (award lists, end-of-season report, self-evaluation, etc.) in a timely fashion.
- Assist students in college placement (as needed)

**Evaluation:**

Performance will be evaluated annually by the Principal.

## B. Assistant Coach Job Description

### Qualifications:

1. Temporary/Five-Year Renewable Coaching Permit.
2. Valid CPR/AED and Standard First Aid Certificates.
3. Previous coaching experience in assigned sport (preferred).
4. Has knowledge and background in the assigned sport.

### Job Goal:

The goal is to carry out the aims and objectives of the sport program as outlined by the head coach and school administration. Also, to instruct athletes in individual and team fundamentals, strategy, and physical training necessary to realize a degree of individual and team success.

### Duties and Responsibilities:

- A. Support the head coach in conducting the athletic program of the particular sport and the total athletic program of Stonington Public Schools.
- B. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- C. Assists the head coach in carrying out his/her responsibilities. (Pre-season, in-season, and postseason).
- D. Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
- E. Plans and schedules with the head coach a regular program of practice (including holiday or vacation periods).
- F. Be responsible for the junior varsity and/or freshman programs, where deemed possible.
- G. Develop athletes to progress as contributors to the Varsity Program.
- H. Properly supervise student-athletes at practice, in transit, and at games.
- I. Has a thorough knowledge of all the athletic policies and is responsible for their implementation.
- J. Maintains discipline and works to increase morale and cooperation within the school sports program and school community.
- K. Promotes respect by example through appearance, manners, behavior, language, and conduct.
- L. Performs other duties that are consistent with the nature of the position and that may be required by the head coach.
- M. In the case of emergency or authorized absence of the head coach, assume all responsibilities herein designated as those of the head coach.

### Evaluation:

Performance will be evaluated annually by the Varsity or supervising Coach and reviewed by the Athletic Director.

### C. Volunteer Coach Job Description

#### Qualifications:

1. Temporary/Five-Year Renewable Coaching Permit.
2. Valid CPR/AED and Standard First Aid Certificates.
3. Previous coaching experience in assigned sport (preferred).
4. Has knowledge and background in the assigned sport.

#### Job Goal:

The Goal is to carry out the aims and objectives of the assigned team as outlined by the athletic department and Board of Education policies. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

#### Duties and Responsibilities:

- A. Meets all criteria pertaining to athletics that is required of a coach employed by the school district.
- B. Assist the Head, Assistant, Freshman, or Middle School Coach in carrying out their responsibilities.
- C. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels.
- D. Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
- E. Does not criticize, admonish, or argue with the Head Coach or any staff member.
- F. Is responsible for following the department's set procedures for injured athletes.
- G. Works within the basic framework and philosophy of the Head Coach of the sport.
- H. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head, Assistant, Freshman, or Athletic Director.

#### Evaluation:

Performance will be evaluated annually by the varsity or supervising coach.



## CODE OF ETHICS FOR STONINGTON COACHES

The function of a coach is to teach attitudes, proper habits, knowledge, and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student athletes and, therefore, shall never place the value of winning above the value of character building.

The coach must constantly uphold the honor and dignity of the teaching profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall support and enforce school rules for the prevention of drug, alcohol, and tobacco use and abuse, and under no circumstances shall the coach authorize the use of these substances.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with contest, state, league, and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials or against each other. Public criticism of officials or players is unethical and inexcusable.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration, academically or behaviorally.

It is unethical for coaches to scout opponents by any other means than those adopted by the CIAC and ECC.