

## JOB DESCRIPTION

### SOUTHWEST LICKING LOCAL SCHOOLS

POSITION: Head Coach

#### QUALIFICATIONS:

1. Previous experience in the sport/activity - either as a player/participant or as a coach/advisor.
2. High school graduate - prefer a college degree in education.
3. Of high moral and ethical character as documented through reference checks.
4. Has, or is willing to obtain prior to assuming any duties, sports medical certification and CPR training as required by the State of Ohio.
5. Must be willing to make a commitment to the sport/activity on a regular basis.

IMMEDIATE SUPERVISOR: Athletic Director and Building Principal

#### JOB GOAL:

To be responsible for all matters pertaining to the organization and the administration of the coaching of the team under his direction. To enforce all the rules of the Ohio High School Athletic Association, the Licking County League, those rules outlined in the Athletic Handbook, and the policies of the Southwest Licking Local School District.

#### PERFORMANCE RESPONSIBILITIES:

- A. Assign duties to all assistant coaches and evaluate the performance of these assistant coaches, with the Athletic Director, as they fulfill their duties.
- B. Plan and conduct all practices.
- C. Be responsible for the completion of:
  1. A squad roster of the sport at the beginning of the season.
  2. A year-end inventory.
  3. A budget for the next season.
  4. An awards ceremony.
  5. Communication with the news media.
  6. Providing information on: scholarships, camps, recommendations.
  7. Reporting statistics to the League Secretary.
- D. Inform players that before any equipment will be issued, each player must pay proper fees, when applicable, and have completed parental permission card and all other necessary forms. Fees will not be refunded to those players who quit or become ineligible before the season is finished.
- E. Notify the Athletic Director or Faculty Manager at once when a player quits or is to be dropped from the team.
- F. Notify the players of rules concerning training, going and coming to athletic games, and destroying or losing school property.

- G. Be the last to leave the Building and must make sure that all players are out of the building and have left the school grounds; secure the building when necessary.
- H. Lock team room, locker room, gymnasium, and stadium.
- I. Check showers; be sure they are turned off and no soap is left on the floor.
- J. Maintain supervision at all times, at practices, at home and away games, in buses and in locker rooms.
- K. Be sure that a coach is with players at all times they are in the building or on the field.
- L. Know the eligibility rules of the Ohio High School Athletic Association and the Licking County League policies regarding your sport.
- M. Notify the Athletic Director of all scrimmages with other schools.
- N. Arrange for transportation with the Athletic Director or Faculty Manager.
- O. Equipment - Must be ordered by the Athletic Director after discussion with the Head Coach and after approval of a budget and purchase request that has been filled out and returned to the Athletic Director (upon approval of the Athletic Director, the Head Coach may place an order). Purchases made without the prior approval of the Athletic Director or Principal will be cancelled or the coach will assume the cost (unless emergency).
- P. Notify assistant coaches prior to the start of the season of their scouting assignments and other duties.
- Q. Cooperate with the coordinators in establishing physical examination schedules and make sure no player practices or receives equipment until an OHSAA participation card has been signed by the doctor, parent, and player.
- R. Make sure the player is covered by insurance or has a form on file indicating the parents will take full responsibility for injuries received while playing.
- S. Be aware that a coach over and above all is an educator and one who is formulating attitudes of young boys and girls.
- T. Stress sportsmanship on the part of the student body as well as the team.
- U. Be loyal to superiors and keep them informed of all athletic problems.
- V. Develop boys and girls to the highest degree of skill possible and mold them into as good a team as material permits.
- W. Insist on high scholarship and enforcement of rules.
- X. Exemplify good behavior and demand it of the players.
- Y. Place health and safety of players above the winning of games.

- Z. Inform all participants as to the proper treatment of injuries.
- AA. Establish and demand adherence to training rules. Insist that players use proper equipment for maximum protection.
- BB. Inform players of consequence of failure to abide by the rules.
- CC. Attend the required Ohio High School Athletic Association rules interpretation meetings.
- DD. Encourage participation in other sports.
- EE. Support and cooperate with coaches of other sports.
- FF. Cooperate with the Athletic Director and Faculty Manager in planning and organizing team award presentations.
- GG. Fill out and distribute all awards for their sport.
- HH. Maintain positive communication by meeting regularly with all Assistant Coaches.
  - II. Meet the requirements for CPR and sports medicine clinics as required by OHSAA and the Board of Education.
- JJ. Support and promote a coordinated athletic program from the Middle School to the High School.
- KK. Perform such other tasks and assume such other responsibilities as assigned by the Principal and Athletic Director.

EVALUATION:

Performance of these responsibilities will be evaluated annually by the Athletic Director and Principal.

