

JOB DESCRIPTION VARSITY HEAD COACH

General Summary:

The Varsity Head Coach is responsible for helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. The Varsity Head Coach reports to the Athletic Director.

Principal Duties and Responsibilities:

A. Administrative Responsibilities

1. Responsible with Athletic Director for all matters relating to the organization, administration and philosophy of the sport under his/her direction.
2. Serves in a leadership capacity to the community program.
3. Oversees the high school program in his/her sport.
4. Adheres to the MHSAA Coaches Guidebook and TCAPS Coaches Handbook; Acts as a positive role model on and off the court/field/site, etc.
5. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
6. Maintains competency in MHSAA rules, event procedures, coaching techniques and general information about all aspects of the sport.
7. Works cooperatively with all TCAPS coaches, athletic directors and students to ensure a healthy, positive cross town rivalry.
8. Recommends to the Athletic Director teams that may be scheduled.
9. Works closely with the Athletic Director to schedule TCAPS facility use.
10. Secures the Athletic Director's approval before scheduling non-school facilities for off-campus activities.
11. Works with the coaches and/or Athletic Director to plan transportation and appropriate supervision at away contests in compliance with district travel policy and guidelines.

B. Supervisory Duties

1. Assists Athletic Director in recruiting and hiring all coaches.
2. Evaluates all assistant, subvarsity and volunteer coaches in his/her sport.
3. Assigns duties to coaching staff.

C. Record Keeping Responsibilities

1. Maintains an accurate and current team & program roster and submits copies to the Athletic Office.
2. Works closely with the Athletic Director and Booster Club in the financing of his/her sport by preparing and submitting an annual budget; follows TCAPS school board policies regarding setting funding criteria and handling financial transactions and sets parameters and supervises fundraising efforts for all teams under his/her direction.
3. Develops a consistent and positive communications procedure through the school and media to inform the parents and the general public about his/her sport.
4. Maintains accurate statistics, records, and results of the season.
5. Arranges for the presentation of team awards through the Athletic Office.
6. Records, submits and maintains necessary MHSAA & TCAPS forms and paperwork.
7. Submits all grants with approval of superintendent or designee, special programs principal and Athletic Director.

D. Athletic Behavior/Eligibility Responsibilities

1. Enforces all rules of the MHSAA related to his/her sport.

2. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
3. Ensures that no bullying/hazing occurs in his/her sport.
4. Establishes performance criteria for participation in interscholastic competition in his/her sport.
5. Checks with Athletic Office on individual athlete's eligibility.

E. Injury/Safety

1. Cooperates with the Athletic Director to verify that no participant is issued equipment or allowed to practice until his/her physical examination card has been completed and his/her insurance coverage is in effect.
2. Oversees the safety condition of the facility or area in which assigned sport is conducted at all times that students are present.
3. Enforces rules and regulations concerning conditioning of players and their health and safety.
4. Reports injuries to the athletic trainer through personal communication, as well as completing and submitting incident reports to the athletic trainer and Athletic Office.
5. Exercises great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.
6. Provides supervision of all athletes until they have left the building and/or site.
7. Ensures that all windows, doors, and gates are locked in any area that has been used.

F. Team Activities

1. Plans all practice sessions and competitions, and supervises out-of-season conditioning program.
2. Ensures a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.
3. Plans and executes special events such as assemblies, Senior/Parent Night, team meals, awards banquet, other special recognition, etc.

G. Other duties

1. Performs other duties as assigned.

H. Knowledge, Skills and Abilities Preferred or Required

1. Valid teaching certificate and a bachelor's degree preferred.
2. First aid and CPR training required.
3. MHSAA's Coaches Advancement Program (CAP) Level 1 or 2 certification required of new Varsity Head Coaches (effective 2016-2017).
4. Experience in teaching, coaching, and sports medicine preferred.
5. Effective oral and written communication skills.
6. Demonstrate success in area of application.