

RESPONSIBILITIES & EXPECTATIONS OF HEAD COACHES AT JL Mann H.S.

I. ANNUAL DUTIES

A. Administrative Duties

1. Maintain adequate level of communication and direction
 - a. Assistant coaches (written expectations & evaluations)
 - b. Athletic Director
 - c. Principal
 - d. Superintendent
 - e. Knowledge of SCHSL Rules and Regulations

B. Community Relations

1. Parent and player pre-season meetings
2. Fund-raising
3. Booster Clubs
4. Public Relations

C. Budget development and requests

D. Maintain modern teaching and coaching techniques

E. Participate in interviews for prospective new coaches

II. PRE-SEASON DUTIES

A. Equipment

1. Inventory check
2. Aid in ordering and purchasing equipment

B. Organization

1. Length of Season
2. Monthly practice time schedule
3. Daily practice plans
4. Season goals
5. Meet with athletes

C. Facilities

1. Favorable environment
 - a. Coaching area
 - b. Locker rooms
2. Safety Inspection
 - a. Equipment
 - b. Practice/game areas
3. Facility Security

III. IN-SEASON RESPONSIBILITIES

A. Athletic Contest Management

1. Trips arrangements
2. Pre-game responsibilities
3. Game responsibilities
5. Conference meetings
6. SCHSL Rules meetings
7. Reporting scores to media

B. Organization and Planning for Practice

1. Physical exams, code of conduct, information cards, athletic transfers
2. Assistant coaches
 - a. Staff meetings
 - b. Delegation of responsibilities
3. Safety

C. Statistics and Records

1. Roster of all athletes on all levels
2. Individual and team statistics
3. Team records and accomplishments
4. Individual records & accomplishments
5. Yearly won-loss records

IV. POST-SEASON RESPONSIBILITIES

A. Equipment

1. Collection
2. Inventory
3. Projected Needs
4. End of Season Reports

B. Facilities

1. Restore to pre-season condition
2. List and report all needed repairs and replacements

C. Awards

1. Team Honors
2. Individual Honors
3. All-State, All-Conference, Academic All-State
4. Post-Season Banquet

D. Evaluation of all Assistant Coaches

V. COACHING QUALITIES

A. Attitude

1. Personal
2. Leadership capabilities
3. Team
4. Enthusiasm

B. Controlling Behavior

1. Example setting
2. Team discipline
3. Goal setting
4. Athletic Loyalty

5. Training Rules (WCSC Code of Conduct)

6. Motivation
7. Personality differences
8. Dealing with Parents

C. Attendance

1. Athletes
2. Assistant coaches
3. Head Coach
4. Support Staff

D. Program Evaluation and Improvement

1. Staff Improvement
2. Player Improvement

E. Athlete College Placement

1. Dealing with recruiters
2. Dealing with athletes
3. Dealing with parents
4. Recruiting Services

F. Communication and People Skills

1. With Players
2. With Parents
3. With Athletic Director
4. With Administration
5. With Teaching Staff