

HIGH SCHOOL HEAD COACHES

Head Coaches, under the supervision and direction of the Athletic Director,

Specific Responsibilities

1. Supervise and coordinate the work of the assistant coaches.
2. Assist the Athletic Director in developing and directing a comprehensive athletic program.
3. Secure approval of the Athletic Director and principal when they or any of their assistants are to be out of school to attend clinics or conferences.
4. Assist the Athletic Director in developing a public relations program to keep patrons informed of the accomplishments of the athletic program.
5. Secure competent game officials for contests.
6. Assume responsibility for the general management of the athletic fields and facilities for their sport; this includes use, care, and maintenance.
7. Make a list of the traveling squad and submit to the principal for missed classes.
8. Follow up with athletes and work closely with teachers concerning make-up work due to missed classes.
9. Compile an eligibility list for their sport and submit it at least two weeks prior to the first contest.
10. Submit to the counselor a list of athletes' names to be scheduled for the athletic period.
11. Make every effort to support senior high and junior high contests by their attendance.
12. Enforce guidelines pertaining to athletic awards and submit a list of names to the Athletic Director who qualify for lettering.
13. Notify the Transportation Department at least three days prior to each out-of-town trip to confirm transportation and give departure times.
14. Attend all league meetings when their sport is an item of discussion.
15. Confer with the Athletic Director if a player is to be dismissed from the team or severely disciplined.
16. Determine if an athlete practices or plays when he/she is ill or injured. Work closely with physicians and parents to determine whether an athlete participates or not. Coaches abide by all decisions made.
17. Meet with the visiting team upon arrival in a professional and friendly manner.
18. Work with the junior high coaches to assure the coordination and success of each sport.
19. Ensure each student, in his/her program, has a physical and has completed any and all forms before being allowed to practice.
20. Assist with tournaments, meets, and other athletic events the Athletic Department sponsors.

21. Assume responsibility for record keeping and statistics for assigned team, gaining deserved publicity for the team members.
22. Arrange for team pictures to be taken and offered to the team members.
23. Furnish a copy of the contest results to the Athletic Director at the end of the season along with a list of All-Conference and All-State players and other honors won by the team and individuals.
24. If it is necessary to cut the squad size down, present an organized method that is approved beforehand by the Athletic Director.
25. Students should not take the school equipment home to be laundered unless absolutely necessary. Each coach is responsible for the clean, neat appearance of the team.
26. Each head coach will be responsible for the publicity of the team reminding the press, radio, and television about each contest and report the results to each of them where interest is shown.
27. Each head coach confers with the Athletic Director about money for meals and lodging. All unused money will be returned in immediately after a trip.
28. Oversee the care of injured players. Always refer them to the team physician or the hospital in case of emergency. Parents should always be contacted if possible whenever injuries occur. If the athlete is hospitalized, the coach should make every effort to call or visit.
29. Organize a parent meeting before each season.
30. Organize a program handbook that is approved by the Athletic Director.
31. Follow school policy in the purchase of goods and services. No purchase will be made without a Benton School District purchase order and prior approval by the Athletic Director.
32. Follow Athletic Department guidelines in dealing with booster clubs. All donations and purchases must receive prior approval from the Athletic Director.
33. With any new student who has moved to the Benton School District, conduct a home visit and fill out Eligibility Questionnaire for new students in grades 9-12. Secure proof of residence papers. Check with AAA website to determine what is acceptable.
34. Perform other duties as assigned by the Athletic Director.

5/13/15