

Head Coach Job Description

The Coach is the official “front-line” representative of the school at Interscholastic Athletics Events. In this important capacity, the following standards must be maintained and practiced.

- Develop a clear and demonstrable understanding of the “mission” and “role” of interscholastic athletics.
- Develop and execute a plan to formally communicate the “mission and role” to players, parents, staff and the public, at least seasonally (and informally at every opportunity).
- Develop, model and communicate policies for athletics conduct and language.
 - In the locker room
 - On the practice field
 - During travel
 - During competition
 - At all other sponsored events
- Develop, model and teach fair, unprejudiced relationships among all members.
- Allow athletes to fairly compete for positions each season. Do not automatically base team selection on previous season or out of season activities.
- Allow and encourage athletes to develop skills and interests in other (school and community) athletics/arts and non-athletics/art activities.
- Understand and communicate to athletes, students, parents and other stakeholders, the relationship between interscholastic athletics and the general education scheme.
- Teach participants, by precept and example, the respect for school authorities and contest officials.
- Provide support for your players in cases of adverse decisions, Refrain from critical comments in public or to the media.
- Teach players strict adherence to game rules and contest regulations.
- Present privately, through proper school authorities, any evidence of rule violations.
- Counteract rumors and unproven allegations of questionable practices by opponents.
- Attend all required meetings, keep abreast of MCPS, TSSAA or other athletic program affiliation policies regarding the sport as well as rules of eligibility and contest regulations.
- Call in and/or email scores or newsworthy information to:
 - Chris Poynter Cpoynter@mauryk12.org
 - Jack Cobb jcobb@mauryk12.org
 - Maurice Patton mopattonsports@gmail.com
 - Columbia Daily Herald
- Complete reports to MCPS Central Office
- Coaches are to ensure that each participating student athlete has:
 - Met TSSAA Eligibility requirements
 - A certified permission form signed and dated by a physician and parent/guardian before the student is allowed to participate in any interscholastic athletic try-outs, practice, or be issued equipment.
- Coaches are to inventory, issue and periodically check all equipment.

- Coaches are to provide a list of collected, inventoried and stored equipment and supplies to the school's Athletic Director within two weeks of completion of the season.
- Coaches are to present a clean and professional image with personal appearance and dress.
- Coaches are to act as a positive role model in terms of personal habits, language and conduct.
- Coaches are not to use tobacco or alcohol within sight of players, spectators or any time during practices or contests.
- Academics:
 - Prepares implements and monitors specific plans for the improvement of academic performance of interscholastic athletic participants.
- Administration:
 - Develops and executes a school calendar year plan to ensure athletes are engaged, prepared and involved (strength, conditioning and skill development)
 - Preseason
 - During Season
 - Post Season
 - Summer
 - Executes an approved district office set quality of facilities standard plan.
 - Preseason
 - During Season
 - Post Season
 - Summer
 - Develop and distribute approved handbook
 - Conduct parent meetings one per year and cover periodically throughout the year when necessary.
 - Conducts required pre-season coach/parent meeting
 - Tryout packet
 - Expectation of the coaches, players, and parents
 - Tryout information, written information is suggested. Transparent communication of the process is vital.
 - Chain of command, Rules for players – late for practice, missed practice, grades, school behavior, dress/grooming
 - Required signed documents
 - Full schedule. (Inc. meetings, practice, games)
 - Safety protocols, i.e. Concussions, Head Index, Lighting, etc.
 - Academic requirements
 - Final Forms
 - Sportsmanship, Hazing, Bullying, etc.
 - Costs involved – what happens to funds if player quits/dismissed
 - Other deemed appropriate
 - Care of equipment and recommended equipment to be purchased
 - Plans and executes an effective budget
 - Organization of staff
 - Organization and schedule of practice
 - Schedule games and contests

- Schedule, conduct and supervise daily practice during the assigned season; this should include teaching fundamental skills, team play, team strategy, and rules and regulations of the game
- Select members, maintain discipline and morale, and give necessary supervision and direction during contests
- Communicate with staff
- Adherence to MCPS, all athletic governing bodies, and school philosophy and policies
- Public relations
- Provides for the proper supervision of students before, during and after practice/games/contests
- Submits participation list on time and collects required forms (physical, insurance, and permission)
- Provide in the school and community communication
- Prepare/Inspect playing area for safety and playability
- Skills and Knowledge
 - Demonstrates and applies current knowledge related to assignment in both games and practices.
 - Presentation of the fundamentals
 - Conditioning
 - Game preparation
 - Utilizes proper first aid techniques
 - Demonstrates continuous professional growth
- Relationships
 - Effectiveness
 - In working with students
 - In working with staff
 - In working with parents
 - Discipline
 - Firm but fair
 - Consistent
 - Communication with players
 - Individual
 - As a team
 - Conduct
 - Conduct of team
 - Set an example of self-control and good sportsmanship for players, parents, and spectators
- Facility Maintenance
 - Maintain facility standards and daily maintenance standards every day in season and out of season
- Other duties as assigned