

TITLE: Head Coach

RESPONSIBILITIES:

Head coaches are accountable to the Athletic Director. They are responsible for all matters relating to their assigned sport.

Duties:

1. Communicates coaching philosophy, techniques, and strategies to assistant coaches, junior high coaches, and student athletes.
2. Teach student athletes the fundamentals of assigned sport.
3. Develop plans for each practice and coordinate the time and place with the Athletic Director.
4. Enforce all rules, policies, and procedures of the SDHSAA and the Lake Preston School District.
5. Attend all meetings scheduled by Athletic Director.
6. Attend conference/district/region/state meetings for assigned sport approved by Athletic Director.
7. Assist Athletic Director in hiring appropriate workers (officials, announcers, clock operators, score keepers, chain gang, starters, timers, etc.) for ninth grade and junior high events.
8. Supervise student athletes, including in the locker rooms, until the event or practice is over and everyone has left the building.
9. Lock doors, shut windows, and turn off lights if they are the last person in the building.
10. Prepare a roster, along with appropriate information, and present to Athletic Director.
11. Take all required courses and tests through the South Dakota High School Activities Association.
12. Attend clinics and camps to better yourself, coaching staff, and players while being a part of the correct coaching associations.
13. Fundraising protocol needs to be followed – found in the Lake Preston School Policy. Contact administration if needed.
14. Inspect all equipment used in assigned sport.
15. Maintain a detailed equipment inventory and present to Athletic Director. This includes checking out/checking in equipment and assessing fines for damaged or lost equipment.
16. Communicate with athletic director, other coaches, and janitors about gym use, bleachers, chairs, etc.
17. Find statisticians, camera person, managers to assist you with games and practices.

18. Submit budget proposal for assigned sport and present to Athletic Director.
19. Prepare and send game results to area newspapers, radio, and TV stations.
20. Establish departure and return times for out of town events and verify with Superintendent's office that transportation has been arranged and communicate with the scheduled bus driver.
21. Prepare a list of award and letter winners and present to Athletic Director for awards banquet.
22. Organize "Parent's Night" for assigned sport and contact Athletic Director.
23. Ride team bus/van to and from all out of town events under their supervision. Supervision may be delegated to assistants.
24. Establish your own transportation policy involving players, managers, cheerleaders, and parents.
25. Delegate appropriate responsibilities to assistant/junior high coaches.
26. Medical consent forms should be documented and kept with you at athletic events.
27. Arrange a date to take sport pictures and communicate with the photographer.
28. Keep coaching office, gym, and stage cleaned during your season.
29. Communicate with administration, athletic director, or school faculty.

