

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

VARSITY HEAD COACH

DEFINITION:

The Varsity Head Coach builds a competitive program and instructs athletes in the fundamental skills, strategy and physical training necessary for athletes to realize a degree of individual and team successes in the sport. The Varsity Head Coach reports to the Athletic Director. The Varsity Head Coach may advise, coordinate and support a staff of lower level, assistant and volunteer coaches in the sport.

DUTIES AND RESPONSIBILITIES The Varsity Head Coach will:

General Responsibilities:

- Maintain coaching certification required by Title V including current CPR and First Aid certification.
- Refrain from inappropriate recruiting activities as defined by CIF, NCS and MCAL.
- Be familiar with CIF, NCS, MCAL and District policies as they apply to the sport.
- Verify season schedules, transportation and requirements for tournaments, playoffs and special sport events with the AD.
- Establish the fundamental philosophy, skills and techniques to be taught by the staff in that sport.
- Use positive communication strategies with staff, athletes and parents. Avoid inappropriate language.
- Expect and model good sportsmanship in all aspects of practices and contests.
- Uphold the “16 Principles of Pursuing Victory with Honor”.
- Attend pre-season and post-season MCAL coaches meeting of the sport.
- Attend clinics and coaches meetings when requested.
- Delegate duties, when appropriate, to assistant coaches and/or team parents.
- Be present at all practices and contests.
- Maintains discipline, resolves grievances and works to increase morale and cooperation within the team.
- Follow appropriate procedures for post-season MCAL and NCS playoff participation.
- Understand and follows the District Athletic Chain of Command.
- Adhere to the TUHSD Codes of Ethics.
- Arrange all sport staff meetings and create scouting assignments when appropriate.
- Never criticize, admonish or argue with the Varsity Head Coach or any staff member within eyes or ears of athletes or parents.
- Performs other duties which may be assigned by the Athletic Director or Principal.

Athlete Responsibilities:

- Enforce athletic eligibility regulations and report any questions to the AD.
- Maintain a file of Athletic Participation Clearance forms available at every practice and contest.
- Provide training rules and any other unique regulations of the sport to each athlete.
- Give constant attention to an athlete’s grades, conduct and communication.
- Be aware of safety at all times for each participant at practices, contests and when traveling.
- Initiate programs and policies concerning injuries, medical attention and emergencies and complete appropriate paperwork on time when an injury occurs.
- Instruct athletes in fundamental skills and strategy of the sport.
- Provide a program for physical conditioning of athletes appropriate to the sport.
- Determine appropriate discipline and due process procedures when enforcement of discipline is necessary. Contact parents when enforcement of discipline is necessary.
- Direct student managers, assistants and statisticians.

- Report scores of contests to the MCAL and Marin Independent Journal and maintain a positive working relationship with the press.
- Maintain a record of team statistics and requirements for lettering for the Varsity Head Coach.
- Assist athletes in the college athletic recruitment process.

Finance, Uniforms and Equipment Responsibilities:

- Be responsible for operating within budget appropriations and following fiscal procedures.
- Properly mark and identify all school property before issuing or storing.
- Be accountable for all uniforms and equipment inventory and billing athletes for any school property not returned.
- Arranges for issuing, storing and reconditioning and submits annual end-of-season inventory of uniforms and equipment.
- Permit athletes to be in authorized areas of the building only at appropriate times.
- Supervise locker room(s) before and after practices and contests, checking on general cleanliness of the facility.
- Secure the facility (doors, lights, windows, locks) before leaving.
- Instill in each player a respect for equipment and school property.
- Participate with the AD in budget planning for the next season.
- Recommend equipment guidelines as to type, color or technical specifications.

Public Relations

- Organize parents, coaches and guests for pre-season meetings.
- Promote the sport positively within the school and outside the school through the news media.
- Be the liaison to any booster club within the school organized for that sport.
- Notify news media concerning schedules, tournaments and results.
- Be responsible for the quality, effectiveness and sportsmanship of any oral or written release to media.
- Be responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.

KNOWLEDGE, ABILITIES, SKILLS REQUIRED:

- Ability and experience to organize and supervise a total sports program.
- Knowledge of the sport.
- Previous experience coaching the sport.
- Substantial knowledge of and ability to apply rules of the sport. And at the same time must continue to examine new theories and procedures pertinent to the field.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with athletes, parents, and administration.

BOT Approved: July 8, 2008