

## **Head or Assistant Coach**

**Reports To:** Designated School Administrator

**Employment Term:** WVSSAC defined season plus time necessary to complete responsibilities.

**Rate of pay:** Per Cabell County pay schedule

**Qualifications:**

Those eligible to apply for a coaching position include citizens, currently employed professional and service personnel, substitute teachers, as well as student teachers. (Student teachers will work directly under the supervision of the appointed coach or assistant coach). In order to meet the coaching qualifications, all applicants must have completed all approved trainings and met all of the guidelines set forth by the county, WVDE, as well as the WVSSAC. To be an authorized certified coach, you must obtain a coaching authorization from the WVDE and apply for renewal yearly.

**Expectations:**

In addition to abiding by established laws, policies, rules and regulations, the Head/Assistant Coach shall have the following responsibilities and duties:

1. Communicate with parents/guardians and the educational community.
2. Exemplify behavior that is representative of the educational staff of the school.
3. Maintain self-control at all times, accepting adverse decisions without public displays of emotion or a dissatisfaction with officials.
4. Pay close attention to the physical condition and well-being of the players refusing to jeopardize the health of an individual for the sake of improving his/her team's chances to win.
5. Prohibit gambling, profanity, abusive language, and similar violations of the true sportsman's code.
6. Implement fundamental sports skills and sports management systems.
7. Confer with athletic director to requisition budgeted equipment and medical supplies.
8. Attend coaching clinics when there is a direct value to the program.
9. Familiarize yourself with WVSSAC rules and regulations.
10. At the beginning of the season:
  - a) Provide participant list and copies of participants' birth certificates to A.D.
  - b) Secure medical examination form and parent/guardian permission for each participant.
  - c) Discuss with students the importance of conditioning and good eating/health habits and how athletic injuries are handled.

- d) Explain to students the proper use and care of equipment.
- e) Inform students that must make arrangements with teachers to make up work when athletic events require loss of instructional time.
- f) Explain to students the WVSSAC rules regarding eligibility, conduct, etc.
- g) Arrange transportation for all events with the athletic director.

11. During season:

- a) Attend all practice sessions and meets.
- b) Supervise athletes at all times.
- c) Secure the principal's approval for all trips requiring a loss of instructional time. Provide the principal with a list of affected students.
- d) Notify local media of each events result.
- e) Assist interested student athletes with college contracts.
- f) Provide receipts for all expense money spent.
- g) Complete injury form for any injured player within specified timeline.

12. At the end of the season:

- a) Provide AD with a list of athletes lettering the number of years they have lettered.
- b) Complete required reports in a timely fashion.
- c) If appropriate, assist the AD with the scheduling of the next season.
- d) Inventory all equipment and turn in inventory to AD.