

# North Andrew Coaching Description and Requirements

## **I. PROFESSIONAL AND PERSONAL RELATIONSHIP**

1. Understands and follows rules and regulations set forth by the North Andrew School District and the MSHSAA.
2. Works cooperatively with the Activities Director.
3. Keeps Activities Director informed of any and all problems before, during or after all events.
4. Respects and supports other coaches and athletes.
5. Shows rapport with assistant coaches before, during, and after season for program development.
6. Public Relations—cooperate with newspaper, media, and booster club. (Mandatory to call in ALL home game stats and scores)
7. Accepts and implements athletic department decisions and policies.
8. Maturely accepts criticism and/or recognition.
9. Shows proper conduct at games toward players, officials and fans.
10. Fosters school spirit by promoting and supporting all extracurricular school activities.
11. Develops rapport with other teachers, coaches, and administrators.
12. Cooperates and communicates with parents during the sports season. (Pre-season meeting)
13. Is appropriately dressed at practice and games.

## **II. COACHING PERFORMANCE**

1. Develops respect by example in: appearance, manner behavior, language, and conduct during athletic contest.
2. Provides proper supervision and security of locker room and practice area. (first in, last out)
3. Maintains individual and team discipline and control.
4. Is well versed and knowledgeable in matter pertaining to the sport.
5. Provides supervision and control on bus trips.
6. Understands written rules and regulations of coach's expectations of athletes during the sports season.
7. Develops a well-organized practice schedule which utilizes staff and the team to its maximum potential. (Daily practices are expected)
8. Understands scouting responsibilities.
9. Is innovative using new coaching techniques and ideas, in addition to sound, proven coaching methods. (Find and attend coaching clinics to improve)
10. Is prompt and consistent in meeting the team for practice and games. (first in, last out)
11. Shows an interest in athletes in off-season and classroom efforts. (including summer programs)
12. Provides leadership and attitude that produces positive efforts by participants.
13. Is familiar with each student physical and is aware of their medical history.
14. Provides atmosphere of cooperation in being receptive to suggestions and criticism.
15. Understands team's performance should be consistent with the quality of athletes available.

## **III. RELATED COACHING RESPONSIBILITIES**

1. Conduct pre-season parent and player meeting
2. Complete MSHSAA coach's rules exam pertaining to their sport online.
3. Complete MSHSAA official's recommendation and official's evaluation requirements
4. Is concerned about the care of equipment, including issues of, collection, cleaning, inventory, and storage. (store/lock equipment and keep gym/field clean at all times)
5. Appropriately handles uniform check in and check out. (Schedule a time pre/post season to pass out

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and collect all uniforms)

6. Is cooperative in sharing facilities.
7. Works with and shows interest in the /Elementary level sports programs.
8. Follows proper procedure for purchase of equipment. (Approval from administration)
9. If necessary, has team fundraiser to supplement school funds allotted for team sports before purchasing.
10. Works with Activities Director prior to notifying Booster Club/Touchdown Club of their team needs. (Find items and complete Purchase Order)
11. Cooperates with Activities Director in regards to submitting: team rosters, physical forms, game and season statistics, practice schedules, summer schedules, post-season awards/records, and other information relative to the coaching assignment.

## Tips for a successful coaching experience

- Be a positive role model. Support your athletes, colleagues, and school district
  - Do not use profanity
  - Do not criticize officials, other coaches, other players, or co-workers
  - Do not place hand on a student for any reason
  - Do not dispense any drug, medication, or food supplement to athletes
- Be aware of MSHSAA guidelines and requirements
  - Coaching requirements
  - Handbook
  - Rules book (activity specific)
  - Online Rules Test
  - Official's Recommendations and Official's Evaluations
  - Team District and State qualifier information
- Be aware of North Andrew policies regarding your sport
  - Handbook
- Take care of equipment and facilities (Take inventory before and after season)
- Give clear and concise goals, rules, and expectations (Be consistent in their application)
- Provide feedback for players to improve
- Bring a Med kit with you to all practices and games (Be aware of medical conditions)
- Keep adequate and accurate stats (Game and season stats)
- Call or email all home game scores and stats to the media
- Plan daily rigorous practices and keep to a time schedule
- Be prompt and present at all practices, games, events, and bus trips
- Keep text messages and phone calls to athletes and administration between 7am and 8pm Monday-Friday, unless it's an emergency
- Be adequately dressed for all practices, games, and events
- Attend athletic banquets and meetings scheduled by the Activities Director
- If you are unsure of a rule/regulation, please seek advice from administration
- Be in constant communication with the Activities Director and HS Principal (Any changes, additions, etc)