

**TITLE: HEAD COACH**

**QUALIFICATIONS: New Jersey Teaching Certificate**

**REPORTS TO: Superintendent and Principal**

**TERM: 10 Months**

**RESPONSIBILITIES INCLUDE:**

1. Requisition of supplies and equipment necessary for his or her sport. He or she shall receive such supplies and equipment from the athletic Director and shall be responsible for their safe return to the same person.
2. Selection of student managers to assist in the problem of day to day operation of his or her sport with the approval of the Athletic Director.
3. Compiling a list of candidates for his or her sport, which shall serve as the basis for checking on eligibility, insurance and parental permission.
4. Instructing assistants in the performance of their duties and assign assistants to whatever specific duties they are to perform.
5. Calling practice sessions and being responsible for the entire conduct of such sessions.
6. Confer with Athletic Director and Principal to discuss schedules. Equipment needs, operating policy and other areas of his or her sport in which he or she has legitimate interest.
7. Instill a high sense of fair play and sportsmanship.
8. Being responsible for the training, physical conditioning, direction and selection of his or her team. All of the above must be done in strict conformity with the rules of the New Jersey State Interscholastic Athletic Association and the philosophy of this school, which is openly stated in this code.
9. Submitting accident reports, on the day of such accidents to the Principal, whenever injury occurs to a member of his or her squad or staff.
10. Serving as the school's host when opposing teams are guest of the school. It is expected that the coach's poise and decorum are such that they will set the standard for fans and players alike.
11. Discussing any problems not specifically mentioned herein, with the Director of Athletics and Principal.
12. Presenting to the Athletic Director, at the end of the season, a list of students entitled to awards.
13. Making himself or herself familiar with the eligibility rules for the State of New JERSEY.
14. Cutting candidates from and activity at his or her discretion. A conference should be held with all students to be cut from a squad after try-outs in order to encourage the student to try again and to avoid poor relations. Cutting should only be done in those sports where it is absolutely necessary. Any student dropping out of a sport has an obligation to confer with the coach involved. The coach should do his or her utmost to encourage this.

15. Assisting the Athletic Director at the end of the season in compiling inventory of equipment.
16. Advising the Athletic Director of transportation needs.
17. Exercising great caution in making comments to the press. The practice must be to avoid, whenever possible, making statements in the heat of any incident and to issue statements only after careful reflection and full realization of the impact of quoted statements.
18. Protecting the health of students and carrying out the following rules:
  - a. Pupil candidates must be examined and approved for participation by the school physician before participating in any practice or game.
  - b. Pupil injuries must be dealt with promptly and prudently. Action must be taken in accordance with the pupil's needs.
  - c. Coaches will prepare promptly, accident reports cases of injury in games or practice. The accident report is sent to the Principal.
  - d. Pupils may be re-admitted to practice or competition after injury or illness only with a release from the school nurse or physician.
19. Assuming full responsibility for the control of areas involved in each sport, including the locker and shower rooms. Coaches must assume responsibility for the opening and closing of building in the vicinity of the locker, shower, and dressing rooms and the field.
20. Being responsible for the conduct of all players on and off the court and playing field when the sport is in season and must act promptly to restore order when the conduct of spectators at a game is disorderly or interferes with the progress of the game or contests.
21. Cooperate with the Athletic Director in the preparation of budget.
22. Carry out any other duties deemed necessary by the Superintendent and Principal.