



Qualifications:

1. Must be a Born-Again believer in Jesus Christ and demonstrate a continual walk with Him.
2. A working knowledge of the sport to be coached.
3. A demonstrated interest in and an aptitude for performing the assignment of head coach.
4. Any alternatives to the state qualifications as the Board of Education may find appropriate.
5. The MHSAA Coaches Advancement Program (CAPS) is required for all coaches.
Knowledge of CPR/AED and First Aid.

Performance Responsibilities:

Coaches are to be familiar with this handbook and its associated policies and procedures and may set further expectations for attitude, sportsmanship, behavior, etc.

Coaches should take time during practice to pray. Coaches may have a brief devotional at practice and should use practice and games as a time to advocate Christian behavior. Coaches must value sportsmanship and teach it through their words and through example.

1. Understands role as spiritual leader and example for all athletes and coaches in the program.
2. Assists the Athletic Director in interviewing of prospective coaches for assigned assistant positions.
3. A working knowledge of the sport to be coached.
4. Complete MHSAA CAP 1 or 2 at minimum
5. Complete Online MHSAA Rules meeting
6. A demonstrated interest in and an aptitude for performing the assignment of head coach.
7. Maintains professional competency by attending clinics and state rule's meetings.
8. Delegate's responsibility to assistant coaches.
9. Encourages athletes to excel in academic work and strive for spiritual growth.
10. Submits an annual record of results of contests and records as requested.
11. Submits to the Athletic Director an annual listing of award winners.
12. Supervises the issuance, cleaning, storage, return and care of all athletic equipment.
13. Advises purchase of equipment, supplies and uniforms as appropriate.
14. Oversees the safety conditions of the area when team members are practicing.
15. Enforces disciplined behavior, code of fair play, establishes and oversees penalties for not following team and school standards. Reports all incidents to the Athletic Director.
16. Works as a team member of the coaching staff.
17. Establishes an effective relationship with team members.
18. Establishes an effective relationship with parents.
19. Attends practices, games and meetings punctually.
20. Uses professional conduct, language, and decorum with teammates, opponents, officials and fans.
21. Maintains player eligibility information.
22. Encourages athletes to participate in other sports.
23. Keeps the Athletic Director informed of any or all problems before, during, or after all sporting events.
24. Responsible for the conduct of all your athletes, coaches, and those people assisting you during a contest and/or on the bus.
25. Understand the rules and regulations established by the transportation department. Ride the bus to and from away games or practices, or designate an assistant coach to travel with the team.
26. Teaches individual participants the skills necessary for the highest possible achievement in the sport involved.



27. Plans, schedules, and supervises a regular program of practice in season.
28. Assists students regarding future plans: Example – College entrance, scholarships, and so forth
29. Works closely with the Athletic Director in scheduling athletic contest.
30. Submits necessary rosters, physical forms, eligibility list forms, and training rule forms signed by parents
31. Works with all involved administrators.
32. Shows concern and provide guidance for sub-varsity and middle school teams.
33. Provides a positive role model.
34. Adheres to those rules and regulations as detailed by the MHSAA and Board of Education policies and regulations.
35. Will be strongly encouraged to work with and support the Athletic Booster Board in conjunction with your program. Will bring a written proposal to the Athletic Director concerning any request to be made to the Athletic Booster Board.
36. Submits entries to tournaments and other contests in a timely fashion.
37. Maintains team attendance records and medical emergency cards.
38. Works to promote increased participation to improve methods, techniques, strengths and endurance both in and out of season.
39. Submits written criteria for “cutting” athletes at tryouts.
40. Assists in the planning of team banquets and honor nights.
41. Displays self-control and maintains a positive profile in contest situations.
42. Displays self-control and maintains a positive profile in relationships with media.
43. Displays self-control and maintains a positive profile in relationships with officials.
44. Displays self-control and maintains a positive profile in relationships with administration.
45. Reports scores of contests to the media.
46. Provides supervision of locker room and training room.
47. Maintains player eligibility information.

ASSISTANT COACH JOB DESCRIPTION

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