General Statement of Duties – Head Coaches/Sponsors/Advisors

The head coach/sponsor/advisor is responsible to the athletic or activities director. The head coach/sponsor/advisor of an individual activity must realize that any activity sponsored by a school is a part of the total program offered by that school. The head coach/sponsor/advisor shall be responsible for the entire activity and shall exercise appropriate leadership techniques to ensure that the activity has a positive and productive influence on the total educational experiences of students. The head coach/sponsor/advisor must have a thorough knowledge of the activity, adequate skill background in the activity and the ability to encourage student participation in the activity.

Examples of Duties and Responsibilities

A. Administrative Responsibilities

1. Arranges orientation programs to encourage student participation.

2. Assists the activity director in the recommendation of assistants to be employed and on the evaluation of assistants.

3. Attends meetings in the school or at the county level that deal directly with the sport/activity coached, sponsored or advised.

4. Attends a rules interpretation meeting dealing with the sport/activity if appropriate.

5. Assumes responsibility for implementing the procedures outlined in the Garrett County activities policies, MPSSA Handbook, National Federation of State High School Athletic Association, NAGWS and other recognized national organizations.

6. Completes and submits a pre-season and post-season inventory of equipment and uniforms to the activity director. Assesses individual members the cost of all lost equipment or supplies.

7. Assumes responsibility for all equipment used during practice and for contests.

8. Assumes responsibility for filing with the athletic director a record of a physical examination, insurance form, emergency care release form, and a parental permission slip for each squad member as well as all other administrative forms.

9. Submits a squad list to the activity director, for eligibility certification, prior to the first contest.

10. Submits to the activity director necessary reports such as:
    a. budget requests,
    b. replacement of supplies and/or equipment
    c. maintenance of equipment and facility,
    d. roster information,
e. end of season report, and
f. other requested information for official use.

11. Meets with vendors of supplies and fund-raising projects.

12. Establishes written criteria for the earning of athletic letters and/or other appropriate awards.

13. Maintains good public relations with the faculty, community, schools and universities, and news media.

14. Reviews box scores and reports, contest results to news media immediately following contest, if applicable.

15. Furnishes contest results to activity directors and tournament chairpersons.

16. Are encouraged to serve on district and state committees, district and state tournament committees, and on county committees. Attendance at county meetings is, of course, required.

17. Serves as a consultant regarding renovation and maintenance of facilities.

18. Assists interested participants in furthering their educational opportunities.

19. Maintains appropriate individual and team statistics and records as appropriate.

20. Works closely with school booster organizations.


22. Cooperates with cheerleaders, school band, pom-pom organizations and other related groups in the planning of pep rallies, special programs, etc.

B. Responsibilities of Coaches/Sponsors/Advisors

1. Decides the personnel of the team/activity.

2. Has full control of the activity in all matters pertaining to direction and discipline. (A list of rules and procedures will be filed with the activity director and included with the parents’ permission to participate form.)

3. Attends each practice session and all contests of the activity. This includes supervision at all times of the working area until the area is secured before and after practices and contests.

4. Assumes responsibility for squad members at contests when at home or on a trip.

5. Organizes and conducts practices, scrimmages, games, and activities within the guidelines of the Garrett County Activities Policies and the MPSSAA Handbook.

6. Determines staff assignments and responsibilities.

7. Conducts staff meetings when appropriate.

8. Reviews safety procedures with staff and participants.
9. Prepares equipment, timing instruments and the like for practices and contests.

10. Repairs equipment as necessary.

11. Assigns student manager and statistician responsibilities.

12. Establishes procedures for the proper cleaning and storage of uniforms/equipment.

13. Develops incentive/award systems as necessary.

14. Assumes responsibility for one’s own sportsmanlike conduct and that of the participants.

15. Picks up and delivers film of contests, if needed.

16. Maintains records and becomes involved in the academic progress of all participants.

17. Attends clinics related to the activity.

18. Utilizes accepted methods of care and prevention of athletic injuries when applicable.

19. Supervises students awaiting transportation home following practices and contests.

20. Prepares handbooks and playbooks for participants.

21. Scouts opponent’s contests as necessary and prepares reports.

22. Gives personal support to the entire program.

C. Assistants

The assistant works in cooperation with the head coach or sponsor. The assistant possesses a thorough knowledge of the activity, an adequate skill background in the activity, an ability to encourage wide student participation in the activity. The assistant shall be responsible for duties and assignments as delegated by the head coach/sponsor.

The above responsibilities are non-all-inclusive. The assistant shall assume other related duties as may be determined by the activity director in consultation with the head coach/sponsor/advisor. Final decision regarding these duties will be made by the principal in consultation with the activity director.

ASSIGNMENT TO EXTRA-CURRICULAR/DUTY PAY POSITIONS

REQUEST FOR ASSIGNMENT TO EXTRA/DUTY PAY POSITIONS

ASSIGNMENT TO VOLUNTEER COACHING POSITION

REQUEST FOR ASSIGNMENT TO VOLUNTEER COACHING POSITION