

General Coaching Responsibilities

The responsibilities of a coach are many and entering the field should be done with careful consideration of the obligations involved.

- ◆ Lutheran Northwest's coaches will abide by the schools mission statement and guidelines
- ◆ Support the administration in its philosophy and policies
- ◆ Officially represent the school at interscholastic athletic events
- ◆ Have a genuine and up to date knowledge of that which the coach proposes to teach
- ◆ Prepare and condition athletes appropriately
- ◆ Insistence upon high scholastic goals throughout the year
- ◆ Promote good sportsmanship at all times through professional use of language
- ◆ Teach athletes to win by legitimate means only
- ◆ Provide a roster of all athletes to the athletic director as soon as possible
- ◆ Notify the athletic director of any changes to his/her roster throughout the season
- ◆ Keep a record of all equipment issued
- ◆ Collect and store all equipment as soon as possible at the end of the season
- ◆ Non-faculty coaches should collect their equipment the day of their last contest
- ◆ Inventory all equipment at the end of the season and return to athletic director
- ◆ Report all serious injuries to AD and the office and fill out an injury report
- ◆ Inform the AD if a student is disqualified from a contest for unsportsmanlike behavior
- ◆ Not allow a student to practice or issue equipment to any student who does not have a current physical and emergency card on file in the office
- ◆ Post all letter winners and give a copy to the AD
- ◆ Submit a budget/equipment request to the AD when requested
- ◆ Coaches cannot solicit funds and/or equipment for their sport, requests must go through the AD
- ◆ Return scorebook or contest results (if a scorebook isn't used) at the end of the season
- ◆ Attend MIAC All-Conference selection meetings where applicable
- ◆ Rate officials objectively and return ratings to the athletic secretary
- ◆ A coach or school representative must be with a team when it is competing
- ◆ In cases of injury, the welfare of the individual must precede all other considerations
- ◆ Report contest results to athletic director's secretary or athletic director
- ◆ Head coaches must complete the MHSAA rules meeting

Specific Coaching Responsibilities

Assistant Varsity Track & Field Coach

- ◆ Communicate effectively with the Athletic Director, Head Coach, and other Assistant Coaches (if applicable) on staff
- ◆ Work with and in support of Head Coach to
 - Build a team that is professional regardless of the score, calls, and actions on the field
 - Maintain weight room if used for player workouts
 - Assist with event management for home meets and/or tournaments
 - Assist in the organization and management of a grade school meet run by the track & field program
 - Implement a training plans based upon the talent/ability on your team
 - Manage schedule/entries/results via athletic.net website
 - Communicate results with the Athletic Director
 - Maintain communication among athletes and parents regularly
 - Share with parents a weekly schedule of practices and contests