

## COACHES CHECKLIST AND DUTIES

Below is a list of items for coaches interested in learning more about the responsibilities of being a coach. Many of these items can be found in the middle and high school athletic manuals. Go to WCPSS Intranet Site ([www2.wcpss.net](http://www2.wcpss.net)), click on departments, click on athletics, and click on middle or high school manual. Note: Some of this information is school specific, so you may need to talk with your athletic director.

- Job Description of Coaching Position
- Qualifications, Reports to, and Job Goal
- Performance Responsibilities – Special emphasis on:
  - Wake County Public School System Board of Education Policy
  - NCHSAA regulations
  - State Board of Education Regulations
  - Middle School Manual
  - Middle School Eligibility
  - High School Eligibility
  - High School Athletic Conference Regulations
  - National Federation Rules or Individual Sports Rules
  - Middle and High School Athletic Participation Form
  - Emergency Action Plan
- Other Items:
  - Coaches Duties
  - Mentors
  - Joining Professional Organizations
    - North Carolina Coaches Association – (336) 379-9095
    - NC Alliance for Athletics, Health, Physical Education, Recreation, and Dance
    - North Carolina Athletic Directors Association
    - North Carolina Athletic Trainers Association
  - School Calendars
  - School Handbook
  - Legal Liability
  - End of Season
  - Awards – lettering
  - Extra-duty pay schedule
  - Staff Development Opportunities
  - Transfer/Residency Requirements for High School Athletic Participation
  - Weather Guidelines including Hot Weather Guidelines and Thunderstorms/Lightning Recommendations
  - Parent/coach communication
  - Central Office Contact    Bobby Guthrie, Senior Administrator
    - Telephone            850-1887
    - Fax                    850-1653
    - Mobile                795-7492
    - Email                 [blguthrie@wcpss.net](mailto:blguthrie@wcpss.net)

### COACHES DUTIES

#### Annual Duties

- Review State Board of Education and North Carolina High School Athletic Association Rules
- Review Wake County Public School System Board Policies and guidelines
- Review your middle or high school rules and regulations

#### General Responsibilities

- Chain-of-command responsibilities
- Loyalty between head coach and staff
- Loyalty to your school
- Professional behavior and dress
- Sportsmanship behavior and attitude

- Attitude and behavior toward parents, athletes, other coaches and administrators

#### **Knowledge of the Game**

- Philosophy of the head coach
- Rules of the game
- Treatment of the officials
- Practice organization

#### **Working with Parents and Athletes**

- Care and treatment of injuries
- Language and conduct
- Preseason meetings
- Parent/coach meetings

#### **Preseason Duties**

- Equipment issues, care and inventory
- Meetings with staff, parents and athletes
- Practice preparation
- Conditioning
- Staff and athlete development
- Rules meeting and attendance

#### **In-season Duties**

- Supervision of athletes
- Practice duties
- Pregame and postgame duties
- Legal duties
- Monitoring athlete behavior and academic progress
- Motivation of athletes and staff
- Parent interaction

#### **Postseason Duties**

- Equipment collection, inventory and storage
- Care and security of facilities and equipment
- Awards
- Athletic counseling
- Evaluation of all coaching staff

#### **Offseason Duties**

- Conditioning and player development
- Staff development

#### **Other**

- Postseason checklist
- Coaches' postseason responsibilities
- Coaches offseason responsibilities
- Coaching improvement
- Staff improvement
- Athletic improvement
- How to improve the overall program
- Meeting with school athletic director