



## RESPONSIBILITIES OF A VCHS COACH

1. To be Christ's ambassador in each practice session and competition. Coaching is an extension of the learning that each student receives here at Vancouver Christian High School. You as a coach are basically a teacher to the student/athletes. A good motto to follow is: **"Treat your player like you would treat students in your classroom and treat the officials like they were your student's parents."**
2. Begin and/or end each practice or team activity with prayer.
3. Promote and be an example of proper sportsmanship at all times.
4. Coach within the philosophy of our school and athletic department's mission statements.
5. Contact all new students and returning prospective athletes regarding start of season dates and tryout dates and times.
6. Establish and communicate clear-cut expectations to all students/athletes prior to the season.
7. Establish and communicate all sport-related information to parents, athletes, and the athletic director.
8. Establish a Christian environment at all times (there is absolutely no use of profanity by anyone involved in our athletic programs).
9. Acquire current CPR and First-Aid certification prior to the first official practice for your sport season.
10. Provide a mandatory Parent Meeting for all parents of those students who are trying out for the team, prior to the first couple of weeks of practice (a meeting is also suggested towards the end of the school year to cover summer plans and schedules). Be sure to give the following information:
  - Practice times and schedules for the entire season.
  - Practice and contest rules for your team.
  - Phone numbers/e-mail addresses where parents can best reach you.
  - Determining factors for making the team.
  - Game schedules.
  - Travel procedures and travel waiver information.
  - Coaching philosophy.
  - The expectations and roles of parents within the program.
  - "Letter" requirements.
  - Injury report procedures.
  - Participation requirements (i.e. fees and physicals).
11. Establish team rules for practice and games, and expected work habits prior to the first practice. The mandatory parent meeting would be a suitable time to do these.
12. Set up individual evaluation meetings with all student athletes at least once per season. The meetings are a means of clarifying exactly how the coach evaluates the student athlete and communicating any suggestions for improvement. Always find something they are doing well; dwell on the positive.
13. Teach and evaluate all applicable skills and techniques.
14. Instruct student athletes on all eligibility requirements. (WIAA eligibility, VCHS grade requirements, physical requirements, etc.)
15. Issue all equipment, maintain equipment inventory, and check in all school equipment at the completion of sports season.
16. Work with the athletic director on all schedules, travel requirements, and school policies.
17. Know that each participant has a valid physical on file at the school (no student/athlete may participate in practice or competition unless a current physical examination is on file). Make sure, as the athletic director notifies you, that you inform student/athletes of an upcoming expired physical and do not let them participate after the expiration date.
18. Take the required on-line rules test prior to the WIAA established deadline (head coaches only).
19. Make sure each student/athlete has the required number of mandatory practices before playing in their first contest (see WIAA handbook for the amount of practices needed).
20. Make sure that all practices, competitions, and equipment are up to the safety standards set by the WIAA and the athletic department.
21. Provide supervision at all times for all activities.
22. Promote qualified athletes to post high school institutions.
23. Provide your own team manager(s). If you need assistance, ask your players, your player's parents, or the Athletic Director to help.
24. Order and handout all team awards at the "End of the Season Sport Banquet." The types of awards must be approved by the Athletic Director.
25. Organize, fundraise, and supervise all out-of-season activities while following WIAA Out-of-season Practice Regulations and Eligibility Q & A.
26. The school will provide the basic uniforms for the teams. All additional team clothing (i.e. team sweat-shirts, shooting shirts, warm-ups, etc.) and the fundraising required for purchase is the responsibility of the coach.