

SECTION 402 – VARSITY HEAD COACH**PREFERRED QUALIFICATIONS:**

1. Holds a current Wisconsin Teaching License.
2. Is a staff member of the Portage Community Schools.
3. Has previous experience in the sport coaching 7th – 12th grade students in an interscholastic program
4. Has current First Aid and C.P.R. certification.
5. Is physically able to demonstrate techniques and skills of the sport
6. Has attended coaching clinics and/or workshops.
7. Has satisfied the WIAA requirements for Coaches Not Licensed to Teach (CNLT).

General Responsibilities:

1. Attend coaches' meetings, clinics, and in-service programs.
2. Understand and cooperate with policies and regulations of the school district, Badger Conference, and WIAA.
3. Must be well versed and knowledgeable in matters pertaining to the sport.
4. Have individual and team discipline and control.
5. Follow proper procedure for purchase of equipment.
6. Communicate effectively and in a timely manner with students, parents and administration.
7. Promote all sports in the athletic program, attempting to foster school spirit.
8. Take proper care of equipment, supplies, and facilities.
9. Become a member of the state coaches' association in his/her sport.
10. Other duties as assigned by administration.

Major Pre-Season Responsibilities:

1. Hold a pre-season meeting with students and parents to inform them of the philosophy of the program and of rules and regulations (schedules, practice times, attendance, criteria for earning a varsity letter, etc).
2. Advise athletes of training rules, codes, and expectations with consequences in writing at the onset of the season.
3. Verify accuracy of all schedules and submit bus information to the Athletic Director.

SECTION 402 – VARSITY HEAD COACH**Major In-Season Responsibilities:**

1. Provide an atmosphere conducive to good sportsmanship.
2. Be prompt and consistent in meeting team for practices and contests.
3. Conduct practices regularly Monday – Friday, using practice time effectively. Typical practices should last approximately 1.5 – 2 hours.
4. Practices show evidence of careful preparation in terms of selected objectives, activities, and procedures.
5. Maintain suitable sideline conduct at games towards players, fans, officials and other workers.
6. Report varsity game scores and other pertinent information to all area newspapers, radio stations, and Madison television stations.
7. Complete the W.I.A.A. Rules Exam.

Major Post-Season Responsibilities:

1. Submit officials' evaluations to Badger Conf. Commissioner and W.I.A.A.
2. Submit a final roster to Athletic Director, including list of award winners.
3. Submit a varsity season record – opponents, scores, and other statistics to Athletic Director.
4. Collect and properly store all school-owned apparel and equipment from students.
5. Submit to Athletic Director a list of players who failed to return issued school equipment.
6. Keep current inventory of equipment, supplies, and apparel.
7. Return keys from entire coaching staff to Athletic Director.
8. Provide Athletic Director with evaluation of assistant coaches and staff recommendation for the following year.
9. Makes recommendations for next year's schedule.
10. Evaluates total program and submits any recommendations for program improvement to Athletic Director.

1st Reading – May 14, 2007

2nd Reading – June 11, 2007

Approved – June 11, 2007