

**SECTION 403 – GRADE 7-12 INTERSCHOLASTIC 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 7<sup>th</sup> – 12<sup>th</sup> 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.

**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 403 – GRADE 7-12 INTERSCHOLASTIC 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. Complete the W.I.A.A. Rules Exam.

**Major Post-Season Responsibilities:**

1. Submit a final roster to Athletic Director, including list of award winners.
2. Collect and properly store all school-owned apparel and equipment from students.
3. Submit to Athletic Director a list of players who failed to return issued school equipment.
4. Keep current inventory of equipment, supplies, and apparel.
5. Return school-issued keys to Athletic Director.
6. Make recommendations for future schedules to the Athletic Director.
7. Evaluate total program and submit any recommendations for program improvement to Athletic Director.

1<sup>st</sup> Reading – September 14, 2009

2<sup>nd</sup> Reading – October 12, 2009

Approved – October 12, 2009