

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

LOWER LEVEL AND ASSISTANT COACHES

DEFINITION:

Lower level and assistant coaches report to the Varsity Head Coach and to the Athletic Director. They supervise the athletes and team assigned and may assume control over all athletes in the program when such control is needed. The goal is to carry out the philosophy, skills and techniques as outlined by the Varsity Head Coach. They will instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES Lower Level and Assistant Coaches will:

General Responsibilities:

- Maintain coaching certification required by Title V including current CPR and First Aid certification.
- Refrain from inappropriate recruiting activities as defined by CIF, NCS and MCAL.
- Be familiar with CIF, NCS, MCAL and District policies as they apply to the sport.
- Use positive communication strategies with staff, athletes and parents. Avoid inappropriate language.
- Be present at all practices and contests.
- Expect and model good sportsmanship in all aspects of practices and contests.
- Uphold the “16 Principles of Pursuing Victory with Honor”.
- Attend clinics and coaches meetings when requested.
- Attend all sport staff meetings and carry out scouting assignments by the Varsity Head Coach.
- Maintains discipline, resolves grievances and works to increase morale and cooperation within the team.
- Understand and follows the District Athletic Chain of Command.
- Adhere to the TUHSD Codes of Ethics.
- Assist the Varsity Head Coach in scheduling and managing the venue, when necessary.
- Performs other duties which may be assigned by the Varsity Head Coach or Athletic Director.

Athlete Responsibilities:

- Enforce athletic eligibility regulations and report any questions to the Varsity Head Coach and AD.
- Maintain a file of Athletic Participation Clearance forms available at every practice and contest.
- Provide the Varsity Head Coach’s training rules and other unique regulations of the sport to each athlete.
- Give constant attention to an athlete’s grades, conduct and communication.
- Be aware of safety at all times for each participant at practices, contests and when traveling.
- Follow the Varsity Head Coach’s programs and policies concerning injuries, medical attention and emergencies and complete appropriate paperwork on time when an injury occurs.
- Instruct athletes in fundamental skills and strategy of the sport.
- Follow the Varsity Head Coach’s program for physical conditioning of athletes appropriate to the sport.
- Work with the Varsity Head Coach to determine appropriate discipline and due process procedures when enforcement of discipline is necessary. Contact parents when enforcement of discipline is necessary for athletes under direct supervision..
- Report scores of contests to the MCAL and maintain a positive working relationship with the press.
- Maintain a record of team statistics and requirements for lettering for the Varsity Head Coach.

Finance, Uniforms and Equipment Responsibilities:

- Be responsible for operating within budget appropriations and following fiscal procedures.
- Assist with properly marking and identifying all school property before issuing or storing.
- Be accountable to the Varsity Head Coach for all uniforms and equipment inventory issued to team members and billing athletes for any school property not returned.
- Assist with arrangements for issuing, storing and reconditioning and submits annual end-of-season inventory of uniforms and equipment.
- Recommends to Varsity Head Coach any budgetary items necessary for the sport for next year.
- Permit athletes to be in authorized areas of the building only at appropriate times.
- Supervise locker room(s) before and after practices and contests, checking on general cleanliness of the facility.
- Secure the facility (doors, lights, windows, locks) before leaving.
- Instill in each player a respect for equipment and school property.
- Participate with the AD in budget planning for the next season.
- Recommend equipment guidelines as to type, color or technical specifications.

Public Relations:

- Assists with organizing parents, coaches and guests for pre-season meetings and attends these meetings.
- Promote the sport positively within the school.
- Report scores of lower level teams to the MCAL..

KNOWLEDGE, ABILITIES, SKILLS REQUIRED:

- Knowledge of the sport.
- Previous experience coaching the sport is desirable.
- Substantial knowledge of and ability to apply rules of the sport. And at the same time must continue to examine new theories and procedures pertinent to the field.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with athletes, parents, and administration.

BOT Approved: July 8, 2008