

SHAKOPEE YOUTH FOOTBALL

HEAD COACH DUTIES

REQUIREMENTS

- Must have a coach's contract.
- Must have a background check.
- Must attend all mandatory coaches meetings and clinics.
- Must select staff by the last day of pre-season.
- Must attend and participate in the evaluation process during pre-season.

RESPONSIBILITIES

- Is responsible for assistant coaches.
- Must make certain that all of his staff has coach's contracts.
- Is responsible for finding a team manager (team parent).
- Is the only one to speak with referee's.
- Is responsible for practice plans.
- Is responsible for providing a playbook to staff & players.
- Is responsible for taking attendance at practices and games and maintaining record. Must communicate all important information to parents, staff & players.
- Must keep a list of emergency numbers at all times.
- Is responsible for jersey/ number assignment and distribution.
- Is responsible for equipment/ medical bag.
- Is responsible for the proper fit of players' equipment
- Is responsible for field set-up, equipment storage and clean-up after practices and games.
- Is responsible for player line-up, positional assignments and rotation.
- Should match players sizes and abilities when teaching one on one drills.
- Is responsible for equipment return and must alert the equipment manager about defective or damaged equipment.
- Is responsible for communicating game results to the Grade Coordinator after every contest. Must have a team roster available at all times.
- Must have a team roster available at all times. Must alert parents in case of an injury.
- Must be aware of specific medical conditions of players and keep appropriate medicine available (i.e. puffers, etc.)
- Must assign a temporary head coach if absent.
- Must not leave until all players are taken home or picked up by parents.
- Must have a mandatory parents meeting at the beginning of season
- HAS THE FINAL SAY WITH STAFF & PLAYERS.
- Must uphold ethics.

NOTES:

- Recommend no more than 4 assistant coaches on staff.
- Communicate with parents directly or through your team manager- do not rely on players to pass along information.
- Communicate often- let parents know what is going on.
- Make certain that your staff understands their responsibilities and duties.
- Communicate practice plans to staff and have a practice plan for each practice.