

# ***Illinois Lutheran High School***

## ***Coach's Roles and Responsibilities***

### **I. Coaches Role(both head coaches and assistant coaches)**

- A. The coach will carry out the mission of Illinois Lutheran Schools. Illinois Lutheran Schools is a partnership of homes, churches and schools which provides Christ-centered, quality education and fosters the growth of capable, active, faithful and evangelical Christians in a rapidly changing world. This Christian focus does not stop in the classroom, but also extends to the training that occurs in the area of athletics. Coaches represent their school and their Savior while they are coaching athletics at ILS.
- B. A coach will provide leadership, supervision, and organization of the specific athletic activity and carry out the objectives of the school and the total athletic program
- C. A coach will follow the guidelines set forth in the Coaches Roles and Responsibilities and the Code of Ethics

### **II. Illinois Lutheran Schools Coach's Contract**

Each Coach must be appointed by the Activities Director with the approval of the Principal and School Board and must sign a coach's contract prior to assuming coaching responsibilities and activities. The contract is in effect for the duration of the applicable sport's season.

Each coach must also be in compliance with the following:

- Member of the Wisconsin Evangelical Lutheran Synod
- Coach's Code of Ethics
- State of Illinois Coaching Certification
- CPR Certification
- First Aid Certification
- IHSA Concussion Protocol
- IHSA PES Exam

### **III. Hiring of Coaches**

All Head coaching appointments will be considered for one season only and are posted annually before April 15th of each year. Each returning coach will automatically be considered for filling the position for the following year unless either the Coach or the Activities Director feels it is time for a change. All changes will be approved by the Principal and the School Board.

In filling the positions of assistant and junior varsity coaches, the Activities Director will solicit the input from the head coaches. Any recommendations will be approved by the Principal and the School Board.

Coaches shall be hired in accordance with the following criteria in order of priority:

#### A. Experience

- IHSA Certification
- First Aid and CPR Certification
- Coaching Experience
- Playing Experience
- Courses, Clinics, and workshops attended
- References

#### B. Coaching Philosophy

- Development of whole person
- Tolerance of diversity
- Organizational ability

C. Availability: If all other qualifications are equal, coaches shall be designated according to the following:

- Faculty members of Illinois Lutheran Schools
- Qualified individuals from Illinois Lutheran School Association(Zion and Trinity)
- Qualified individuals from the Community

### **IV. Head Coach's Responsibilities**

#### **A. Year round responsibilities**

1. Formulate objectives/goals for the upcoming season
2. Keep abreast of new ideas and techniques by attending clinics and workshops
3. Be knowledgeable of rules and regulations concerning his/her sport
4. Implement proper procedures for out of season practices in accordance with the IHSA guidelines
5. Inventory, selection, care and maintenance of equipment used for each individual sport
6. Assist the athletic director as needed
7. Be concerned about the faith and life of these young people assigned to them and nurture their growth in Christ
8. Serve Illinois Lutheran as an example of Christian conduct as required by the Lord (I. Cor. 6:9-10, Col. 3:5, Eph. 5:1-7); work with the administration of Illinois Lutheran and by the Grace of God do everything possible to promote Christian training and a spirit of service with our youth and so advance the kingdom of Christ among us.

#### **B. Season Responsibilities**

##### **1. Before the season**

- a. Make sure all athletes have proper registration for the sport: Physical, Permission Forms, and Insurance Forms (coordinated with the A.D.)
- b. Review the school policy on accident reporting and insurance

- procedures(forms in team binder)
- d. Have on hand access to emergency phone numbers and procedures
  - e. Explain to the athletes all the regulations of the school listed in the athletic handbook
  - f. Select and instruct team managers on proper care of equipment, facilities and other duties assigned
  - g. Check all arrangements for all bus trips with the Athletic Director no later than one day prior to event
  - h. Have a practice schedule prepared for the athletes and parents before the beginning of the season (Coordinated with the A.D.)
  - i. Inform media of season schedule and rosters
  - j. Conduct a preseason meeting with players and parents outlining your goals and expectations for your program

## **2. During the season**

- a. Assume responsibility for constant care of equipment, facilities and uniforms
- b. Assume supervisory control over all phases of teams in the program
- c. Organize and update practices on a regular basis
- d. Do not call off practice without notifying the athletic director
- e. See that facility use policies are understood and enforced
- f. Emphasize safety and precautions and use accepted training and injury procedures
- g. Immediately report outcome of contest to the appropriate media
- h. Directly supervise or designate a supervisor of all dressing rooms and lock all facilities at the close of each practice or contest.
- i. Supervise behavior of your team at home and away contests.
- j. Accompany and direct the varsity team and assistant coaches in all interscholastic activities home or away.
- k. Instruct players on rules, rules changes, new ideas and techniques
- l. Each coach will wear dress clothes while coaching games. Jeans, sweatpants, shorts, swishies etc. will not be accepted. (outdoor sports such as soccer, softball, baseball will be excluded yet these coaches are asked to dress in a professional manner)
- m. Be sure all players ride to an event with transportation approved by the school. Coaches have the discretion to release a student to ride home with their parents or legal guardian from an event providing a release form is signed by the parent or legal guardian.
- n. Do not leave a practice or game until all athletes have left the facility

## **3. End of Season**

- a. arrange for return of all athletic equipment and uniforms and hold athletes responsible for equipment and uniforms not returned.
- b. arrange for cleaning, storing and inventory of all equipment
- c. make out certificates and awards for student athletes who have fulfilled

- the requirements for athletic letters, certificates of participation or special awards(coordinated with the A.D.)
- d. Complete the IHSA referee evaluation as mandated by the IHSA
  - e. submit in writing to the athletic director recommendations for the schedule for the next year
  - f. maintain record of team and individual accomplishments.
  - g. evaluate the past season as it pertains to the fulfillment of the mission statement of the school and the philosophy of the athletic department
  - h. be prepared to present awards at Awards Night
  - i. Complete Coach's Self-Assessment and have players complete a student feedback form. Information will be used for the Evaluation Process.

## **V. Assistant Coaches**

### **The Assistant Coach will:**

1. provide any needed assistance to the head coach. (any above responsibility could be delegated to the assistant coach as agreed upon)
2. provide assistance at practices with coaching
3. act as head coach to the Junior Varsity team (if necessary)
4. act as a resource to the head coach during varsity contests
5. step in as the interim varsity head coach in the event that the head coach is absent from a game/games
6. be in attendance at each home and away game unless excused by the head coach
7. Schedule an evaluation meeting with the Head Coach for a season review and consideration for continuing in that position the following year.

## **VI. Evaluation Process**

All coaches are evaluated based on the Illinois Lutheran Schools Coaches Evaluation Process. All new coaches will be evaluated at the end of the season for the first two years. The evaluations are based primarily on the Activities Director's observations in conjunction with the coach's self-assessment, but may also include feedback from head coaches, student athletes and parents. The Activities Director may develop an improvement plan for a coach if there are indications that improvements are needed. The Activities Director would evaluate the coach based on this plan until competence is demonstrated.

**Head Coach Evaluation:** a head coach will be evaluated by the Activities Director using the following: Coach's Self Assessment, Student Feedback, and Activities Directors Evaluation.

**Assistant/JV Coaches Evaluation:** an assistant/JV coach will be evaluated by the head coach using the following: Coach's Self-Assessment, Student Feedback, and Head Coach Feedback.

## **VII. Coach Renewal Nomination and Non-Renewal/Dismiss**

Coaches are under contract for one season. At the end of the contract season the Activities

Director has the discretion to recommend or not to recommend a coach for the next season. During the contract season, coaches may be dismissed for breach of contract or for any behavior that may jeopardize the well-being of a student athlete or the school. The Activities Director is responsible for overseeing the supervision of all coaches with the support of the head coaches, the Principal, and the School Board.

### **VIII. Coach Suspension**

The Activities Director has the right to suspend a coach for any length of time from practices, games, or contact with students if deemed necessary. Some suspensions will be in line with the IHSA guidelines; others will be determined by the Activities Director in conjunction with the Principal and/or the School Board. The best interest of the team will always be the focus of any and all suspensions.