

RESPONSIBILITIES OF HEAD COACHES

Head coaches of each sport are under direct supervision of the campus principal and the athletic director.

All Sports Head Coaches

- The head coaches supervise their respective programs.
- They attend monthly campus athletic meetings held by the campus athletic coordinator.
- They arrange regular meetings with the principal and other school staff to request their guidance in the administration of the program.
- They keep clear lines of communication on all aspects of the athletic program.
- They assure that they and their staff comply with all EPISD and UIL rules and regulations and have the current RCP- Rules Compliance Program
 - A. Steroids
 - B. Safety Training
 - C. Fundamentals of coaching (new coaches)
- When applicable, they conduct staff meetings with their coaches to:
 - stress loyalty, cooperation, and professional attitude
 - stress public relations; sell the school and its program to the students, faculty, and general public
 - encourage the development of a better program, a greater number of participants, and proper care of equipment and facilities
 - provide staff development program to improve coaching skills
 - keep in touch with athletes during the summer months and throughout the school year
- When applicable, they arrange meetings, through the athletic office, with coaches in the feeder schools to:
 - coordinate the athletic program in all feeder schools with emphasis on the development of athletes and the use of the same system of play as in the high school.
 - provide clinics and in-service training
 - assist with material and equipment
 - encourage participation of as many athletes as possible in each game
 - encourage attendance when possible at high school practices
- They attend the games of the feeder schools.
- They keep files on prospective athletes in feeder schools.
- They maintain an accurate file of:
 - staff: Current CPR, First Aid/AED certification, RCP, Safety Training, and Fundamental of Coaching where applicable.
 - lists of students' names with the appropriate paperwork, that are on file with the athletic trainer
 - UIL eligibility reports
 - participation lists
 - awards lists
 - athletic bulletins and schedules
- They are responsible for reporting game results to the athletic office the day after a contest.
- They maintain a system of issuing and caring for athletic equipment.
- They complete budget requests on the appropriate form and send them to the athletic office by the date due.

- They maintain all accounts and updated inventory of athletic equipment and turn in the equipment inventory form to the athletic office by the date due.
- They establish a fair system for evaluating players for athletic awards.
- They arrange a mandatory Parent Orientation to explain the district's approach to sportsmanship, UIL regulations, steroids, hazing, the NCAA clearinghouse, the athletic injury plan, and to explain in detail their athletic program with emphasis on training rules, behavior, school attendance, scholarship, hours of practice, loyalty, desire, and pertinent information relative to the respective programs.

Coaches from the high school are required to visit middle schools in their feeder pattern and inform students, parents and coaches about the high school programs. In meeting these requirements, coaches need to observe caution when the middle school population is shared with another high school.

Guidelines for Middle School Visits:

- High school coaches may only visit middle schools that are in their schools feeder pattern.
- If all students at middle school are to attend only one high school, the coaches at that high school have unlimited access.
- If a middle school has students that feed into more than one high school the following steps should be taken when the high school coach sets up a visit:
 - Set up visits with the middle school athletes through the middle school principal.
 - Coaches may only set up presentations for students that live in their attendance zone. Have announcements, fliers, and etc. specifically say you will be there to speak to students that are going to attend your high school.
 - Coaches may not give a presentation about their specific program to the entire student body.
 - Coaches are expected to attend practices and games at their middle schools and when addressing the athletes they should refrain from making any remarks that could be construed as recruiting of students out of their attendance zone.
- Magnet school coaches must follow all the same guidelines as other schools with the following exceptions:
 - Magnet school coaches may set up visits on their high school campus for students outside their attendance zone that are enrolled and on their roster for the next year. Coaches may not visit these students on a middle school campus outside their attendance zone.
 - Once students are enrolled in a magnet school, the high school coaches may send those students information about their programs through the mail or make phone contact as they would for any of their athletes.
- Recruiting is a UIL violation.