

DUTIES AND GUIDELINES FOR TK COACHES

Coaches are to perform the following tasks as part of their coaching duties:

1. Attend Coaches Meeting.
2. Adhere to and enforce all TK policies and athletic rules.
3. To select athletes to participate on athletic teams. Fair and equal opportunities should be provided during a try out period when the number of athletes on the team is limited.
4. To follow safety procedures and proper skill techniques to afford maximum safety for the athlete.
5. Complete and turn in all injury reports to Kim.
6. To teach and instruct the athletes in the skills and rules of the sport.
7. To organize practices and athletic competition to provide the athletes with the skills needed to participate in the athletic contest.
8. To promote teamwork cooperation and sportsmanship in practice and in athletic contests.
9. To make parents, athletes and school administration aware of times and locations of practices and athletic contests.
10. To make parents, athletes, and athletic director aware of team rules.
11. To supervise athletes before, during, and after the athletic contest.
(Do not leave athletes alone in the building after games or practices!)
12. Coaches are to supervise athletes to and from athletic contests. Athletes wishing to ride home from away contests must have a travel release form filled out.
13. To report results and scores of contests to the local media and the Athletic Secretary for the daily announcements.
14. For the maintenance and security of the practice area.
15. For the care and collection of equipment and uniforms.
16. To provide an end of the year report and equipment inventory to the Athletic Director, and to request athletic awards for the athletes.
17. Work with coaches in the lower levels of the program and community to develop continued success.
18. Request equipment purchases *prior* to the beginning of the season. Fall sports by May 10, winter by September 10 and spring by January 10.
19. Coaches must fill out a pre-season and post-season inventory of all equipment and uniforms.
20. If an athlete quits your team during the season, notify the athletic office immediately.