

## Coaches Duties and Responsibilities 2011

This is meant to be used as a guide to understand what is required from the coaches during the course of the year. This will be modified as needed.

1. You will be given a list of all kids on your teams. Please contact them and make sure that names are spelt correctly, all phone numbers, addresses and emails are as listed. If not let us know and we will make sure to update the system.
2. We will be having a mandatory parent meeting this year. At it we will discuss several topics including:
  - Concussion recognition
  - Fundraising
  - Codes of Conduct – there will be parent and player forms to be handed out/signed and returned to the board
  - Coaches Background Checks
  - Communication for the leagues and web sites
  - Equipment deposit checks
  - Expectations of the season
3. We will be having mandatory coaches meetings at the beginning of the season and periodically throughout the year to ensure all communications are sent and questions answered.
4. As part of our fundraising you will be responsible for the collection of all lists and monies and the distribution of items once received.
5. As usual you will be responsible to help with the issuance and collection of all equipment.
6. In the event of a problem you will contact your league commissioners and if they are unable to resolve the issue the board will become involved until all parties are satisfied to the best of their abilities with the results.

Due to the complexity of the job and the number of kids per team it would be advisable to have a minimum of 3 assistant coaches to help. It is recommended to also designate someone to handle all communications/correspondences to minimize that task. A parent with limited football knowledge but wanting to help and be involved is a great resource – maybe put them in charge of managing the fund raising activities? The more duties you can delegate to others the easier it will be for you.

As the coach you are responsible for the safety of the kids. This means ensuring equipment is properly fitted, water breaks are taken as needed and the kids are free of harm from others. This includes not leaving a practice until all are picked up. If you ask a parent to help you are responsible for those actions. Any issues with parents we need to hear about it immediately.

We are fortunate to have several great coaches that have been with the league for an extended period of time – use their years of experience to help whenever possible. If you are one of those coaches, offer your assistance – it makes the entire program better.