

DE SOTO AREA SCHOOL DISTRICT

531.3

ADVISOR/COACH  
(Job Description)

QUALIFICATIONS: 1. Appropriate certification as required by state law or the Wisconsin Interscholastic Athletic Association (WIAA)

REPORTS TO: Athletic director, principal, District Administrator

SUPERVISES: Students, assistant coaches/advisors

JOB RESPONSIBILITIES:

Head coaches and extracurricular activity advisors shall:

1. Be responsible for the entire program and for coordinating the entire program to ensure that proper skills are taught at all levels of the program.
2. Organize and conduct a meeting with all team members and their parents/guardians prior to participation in the season's first contest or meeting. These meetings shall consist of an explanation of the following:
  - a. 6-12 program philosophy as organized by the Head Coach
  - b. Review and discuss program's requirements and expectations
  - c. Parent/fan behavior expectations and procedures as related to grievances
  - d. Excused versus un-excused absences from practice
  - e. Student AND Parent/Guardian Expectations and Responsibilities
  - f. Sports injuries
  - g. Review Co-curricular Handbook
  - h. Insurance and liability
  - i. Fees (if appropriate)
  - j. Equipment care and responsibility
  - k. Playing time criteria
  - l. Parent/Guardian contract MUST be signed prior to student participating
3. Collect a signed participation/permission contract from the parent/guardian of each participating student.
4. Demonstrate and require students to demonstrate positive support for all other school programs and coaches/advisors.

5. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship their number one priority.
6. Set a good example for participants and fans to follow, respect judgment of contest officials, abide by the rules of the event and display no behavior that could incite fans.
7. Be in attendance at all practices, tryouts, and contests. Practices shall be conducted only at a location approved by the District.
8. Process all reports/forms concerning participation, parent/guardian permission, award winners, injury, and any other needed reports/forms and forward these reports/forms to the proper personnel.
9. Prepare and submit a budget to the proper responsible person.
10. Attend necessary approved conference, non-conference, and WIAA meetings, and other meetings as determined by athletic director and/or administration.
11. Process necessary correspondence to parent organizations such as WIAA.
12. Be responsible for becoming familiar with and following all WIAA rules and regulations, if applicable.
13. Implement and evaluate needed behavior management strategies.
14. Confer with teachers, administrators, and other support personnel regarding individual referrals.
15. Be responsible for following all pertinent federal and state laws as well as all District policies, procedures and regulations.
16. Be responsible for complete inventory of team equipment used during season; be responsible for the distribution and collection of the team equipment.
17. Be required to ride the team bus to and from all away contests.
18. Be required to wait after all practices, games, and contests to supervise locker rooms and hallways until all students have left the building. Insure that the locker rooms are kept clean and neat, and clothing and equipment are picked up.
19. Be responsible for ensuring that the building is secure (all outside doors are locked) prior to leaving the building.

20. Have posted in their team's medical kit all home and emergency phone numbers for every student member of the team. This must also include phone numbers for emergency personnel/agencies.
21. Ensure that all physical/permit cards are on file before allowing an athlete to participate in any physical activity.
22. Hand in to the office a list of all student participants and keep this office list updated at all times.
23. Collect any necessary fees from each student and turn into the office immediately after all fees are collected.
24. Read and remain familiar with all material found in the coaches/advisors handbook.
25. Attend the rules and interpretation meeting sponsored by the WIAA, if applicable.
26. Ensure that the locker room is locked to prevent theft. On game nights (away or home) the coach is to have separate bag for students to put their valuables in for safe keeping.
27. Head coach must countersign parent-student participation code agreement and hand in to the office before a student may participate in that activity. A separate agreement is required for each activity.
28. Perform other duties as assigned by the athletic director, principal, or District Administrator.

LEGAL REF.: Sections 118.19 Wisconsin Statutes  
121.02(1)(a), (q)  
PI 8.01(2)(q), Wisconsin Administrative Code  
PI 34

CROSS REF.: 535.2, Extracurricular Staff Assignments  
DEA Agreement  
Coaches and Extracurricular Activity Advisors Handbook  
Co-Curricular Handbook  
Middle/High School Student Handbook

APPROVED: April 14, 2008

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