

Head Varsity Co-ed Cross Country Coach

The primary responsibility of the Head Varsity Coach shall be the organization, promotion, and administration of the varsity program at Franklin County High School. The Head Varsity Coach shall have concurrent secondary responsibilities for organizing, promoting, and administering all other levels of your sport in Franklin County. The Head Varsity Coach shall be directly responsible to the Franklin County High School Athletic Director and Principal.

The Head Varsity Coach shall have these specific responsibilities:

I. MINIMUM QUALIFICATIONS

- A.** Previous coaching experience or high school/college level or higher playing experience in the sport being coached.
- B.** Know how to operate an athletic program.
- C.** Possess effective leadership, coaching techniques, and skills.
- D.** Knowledge of the sport's rules, regulations, strategies, and techniques.
- E.** Comply with all board policies.
- F.** Qualified personnel may be sought outside of FCCSC when there are no qualified teacher applicants.

II. YEAR ROUND

- A.** Establish behavioral objectives for the season.
- B.** Organization and control of volunteer coaching staff in your sport including recommendations for assignment, promotion, transfer, etc.
- C.** Will be responsible for the basic organization of staff concerning materials to be used, methods, practice areas, equipment, and assignment of athletes to each level of the sport involved.
- D.** Proper conduct, appearance, ethics, etc., of all members of the entire coaching staff as persons in positions of significant influence on youth.
- E.** Establish desirable rapport between the coaching staff and groups/individuals with whom the staff has contact.
- F.** Keep up-to-date on new rules, ideas, and techniques by attending clinics, workshops, or reading in the sports area.

- G.** Compliance of the entire coaching staff to all appropriate, applicable IHSAA rules and regulations, as well as EIAC Conference and Franklin County High School rules.
- H.** Implement out-of-season strength and conditioning programs according to IHSAA and Franklin County High School regulations.
- I.** Planning, organizing, and conducting meetings as needed.
- J.** All other duties which may be consistent with the development and maintenance of an excellent program.
- K.** Be diplomatic in relationships with parents, fans, and the community with regard to the school and its athletic teams.
- L.** Take and pass all required IHSAA, NFHS, State of Indiana, and coaching programs or similar programs.
- M.** Complete transportation minibuss training.
- N.** Work closely with the Athletic Trainer in treating and caring for all injuries. **REPORT ALL INJURIES TO THE ATHLETIC TRAINER.**
- O.** Meet with the athletic director pre and post-season to establish short-term and long-term goals and evaluate progress toward successfully satisfying short-term and long-term goals.
- P.** Encourage sportsmanlike conduct in all phases of athletic participation.
- Q.** Develop and coordinate a continuing evaluation of the coaching program and make changes based on findings and the ongoing needs of the program.
- R.** Ensure that all coaches work together towards a common goal and provide leadership and unity with all feeder programs: Community levels, JV 9th, etc...
- S.** Demonstrate a high degree of empathy, positivity, trust, responsibility, discipline, and flexibility. Be a developer, teacher, achiever, and problem solver.
- T.** Maintain budget spreadsheet for the program.
- U.** Maintain the running pat.

III. SEASONAL

Pre-Season.

- A.** Compile accurate information concerning parent-physical certificates, insurance, and emergency medical information.

- B.** Complete a parent information meeting and have them sign the necessary documents for the rules of the program and communication policy.
- C.** Supervise fundraising projects to support the sport, collect necessary fees, and turn them into the school treasurer. Always get a PO to purchase equipment and gain approval before submitting.
- D.** Provide information for eligibility lists.
- E.** The verifying of a student's ELIGIBILITY will be the dual responsibility of the Head Varsity Coach and the Athletic Director.
- F.** Inform athletes of individual and team expectations, team rules, and letter award policy.
- G.** Issue necessary equipment.
- H.** Complete transportation spreadsheet.
- I.** Inspect the playing surface for safety.

In-Season

- A.** Structuring all practice sessions, games, etc., at levels of physical and emotional demands compatible with the physical and emotional capabilities of the participants.
- B.** Promote teamwork, discipline, respect, and sportsmanship at practices and all contests
- C.** Use a variety of instructional techniques and media to meet the needs and improve the abilities of student-athletes.
- D.** Establish and maintain open communication by conducting meetings with parents, students, teachers, principals, and athletic director.
- E.** Provide athletes/guardians with game schedules and transportation information.
- F.** Assume responsibility for constant care of equipment and facilities being used.
- G.** Proper supervision of all Franklin County High School athlete participants when such participants are under your jurisdiction, including pre-practice, post-practice, games, etc.
- H.** Uphold all regulations of the Athletic Handbook.
- I.** Emphasize safety precautions and know the best training and injury procedures.
- J.** Report scores of all contests on VNN and try to highlight team and individual achievements.

- K. Be aware of the academic progress of athletes in your sport.

Post-Season

- A. Arrange for the return of all school equipment and hold athletes responsible for all equipment not returned.
- B. Arrange for cleaning, storing, and inventorying all equipment.
- C. Be concerned with the care and maintenance of the facility.
- D. Make recommendations for equipment and purchases for next season.
- E. Arrange a sports banquet within two weeks of the end of the season for issuing letters and other special awards earned as directed by the administration.
- F. Submit season summary, team records, and any other reports as directed by the Athletic Director.
- G. Encourage athletes to participate in sports and other co-curricular activities but not attempt to influence a specific sport or activity.

TOTAL PROGRAM OWNERSHIP

- I. Concept of Program Ownership
 - A. Teach techniques of sport - fundamentals
 - B. Promote interest in athletes for Middle School and High School programs
 - C. Feeder program compliments High School program
- II. Ideas on stimulating interest among feeder program athletes to become a part of the High School program.
 - A. Half-time involvement in high school varsity contests
 - B. High School coaches being visible at lower-level activities
 - C. Feeder program athletes admitted to varsity specialty games (passes - Youth Night)
 - D. Equipment needs
- III. Role of Coaches
 - A. Head coaches responsible for the total program (i.e., Elementary, Middle School and High School).
 - 1. Must make decisions with a total program in mind.
 - 2. Responsible for coordination of staff.
 - 3. Responsible for seeing that their policies and philosophies are implemented at all levels (i.e., playbook, etc.).
 - 4. Responsible for assisting when the need arises.

5. Responsible for involving all staff members in the total program.

B. Feeder program coaches

1. Responsible for implementing the program as set forth by the head coach.
2. Responsible for promotion of upper-level (high school) competition as a goal for Middle School athletes.
3. Responsible for asking for assistance when the need arises.

- Please fill out the application here: <https://www.applitrack.com/fccsc/onlineapp/>