

**Sequoia Union High School District  
ATHLETIC COACH**

**Brief Description of Position**

The Athletic Coach develops and teaches skills for one or more sports and is responsible for all team activities related to practice and competition

**Administrative Relationship**

The Athletic Coach is directly responsible to the athletic director and principal or designated vice principal

**Minimum Degrees/Credentials/Experience Required for Position**

Demonstrated knowledge, athletic skills and experience

**Duties and Responsibilities**

1. Spend a minimum of eighty (80) hours beyond the school day in assigned sport (involvement includes time spent in practice, uniform and equipment management and supervision)
2. Assume the responsibility (head coach) for preparing both a student body and district budget for assigned sport and submit budget proposals for the next season to the Athletic Director
3. Attend the league meetings called by the sports chairperson or League Commissioner
4. Assume the responsibility of seeing that facilities are properly prepared for both practice and games, including maintaining a safe environment for all athletes
5. Responsible for securing transportation to and from all game assuring that all drivers are legally able to carry passengers and registered with the school
6. Schedule practice games and secure officials for said games when necessary
7. Participate in all regional and sectional playoffs to which team is entitled
8. Meet the league schedule as set forth by the PAL Board of Managers
9. Assume the responsibility for seeing that each athlete is properly cleared for participation
10. Be responsible for seeing that athletes follow all district, CIF-CCS, and PAL rules in regard to athletic and academic eligibility
11. Supervise appropriate locker room(s) prior to and after practice and games
12. Assume duties of league sports chairperson as rotation requires
13. Cooperate with local newspapers in supplying interviews and in reporting game results

14. Assume the responsibility for the management and maintenance of equipment and uniforms
15. Secure all facilities when appropriate or when assigned
16. Abide by all SPAL and CIF-CCS rules and regulations
17. Follow PAL and school procedures when games are cancelled
18. Provide first aid to athletes when required
19. Properly train athletes prior to allowing them to participate in games **or** scrimmages
20. Responsible for maintaining appropriate behavior on the part of athletes at practices, games, and in transit to and from events
21. Assist with scouting duties as appropriate
22. Monitor and record the attendance of athletes
23. Recommend grades to the Athletic Director
24. Prepare and distribute schedules and rosters
25. Coordinate the year-end awards program
26. Perform other related duties as assigned by the principal and/or Athletic Director

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